NSW GOVERNMENT Education & Communities

NSW Schools

ERN Health Care User Guide

V 3

NOTES:

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1. Introduction

ERN medical functionality has been enhanced to support schools manage the health care needs of students through enhanced records management. The information that is entered into the new ERN medical functionality is derived from forms and information the school receives from parents, including the application to enrol.

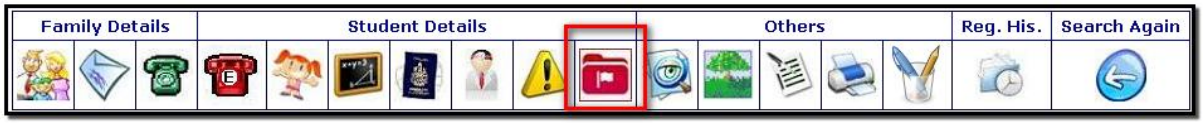
The health, safety and wellbeing of the students is of paramount importance. For students, part of feeling safe and secure at school is knowing that their health needs are recognised and catered for as part of the school's overall provision for their wellbeing.

Principals are responsible for overseeing the planning and implementation of procedures and support for student health care when students are at school or involved in school activities. Principals develop and document local procedures, which may include utilising the leadership of the deputy principal, other delegated executive staff and/or learning and support teams, to put processes in place to support students. School administrative and support staff can have an important role in this process and in supporting student health care needs through for example, maintaining records, following up with parents to supply information as directed by the principal or agreeing to be trained as the person who will administer prescribed medications or health care procedures at school.

Additional measures have recently been introduced to support schools manage students with health conditions, including anaphylaxis. The enhanced medical functionality in ERN offers significant benefits, to assist schools:

- record the additional health information about students being sought at the point of enrolment through an addendum to the current application to enrol form and the Enhanced Enrolment Procedures. Note: staged implementation of a new application to enrol will coincide with the release of new versions of ERN. Revised pages seeking additional health information about students at point of enrolment are being released first.
- with the transfer of and access to student health information when students transition to a new school
- with compliance monitoring and reporting. (It is important that any non-compliance is followed up by staff with responsibility for that aspect of student health care planning in the school, for example, sending a letter to parent(s)/carer(s) asking them to replace an adrenaline auto-injector prior to its upcoming expiry date.)

Student medical details can be accessed from the health condition (medical details) icon on the Student details:



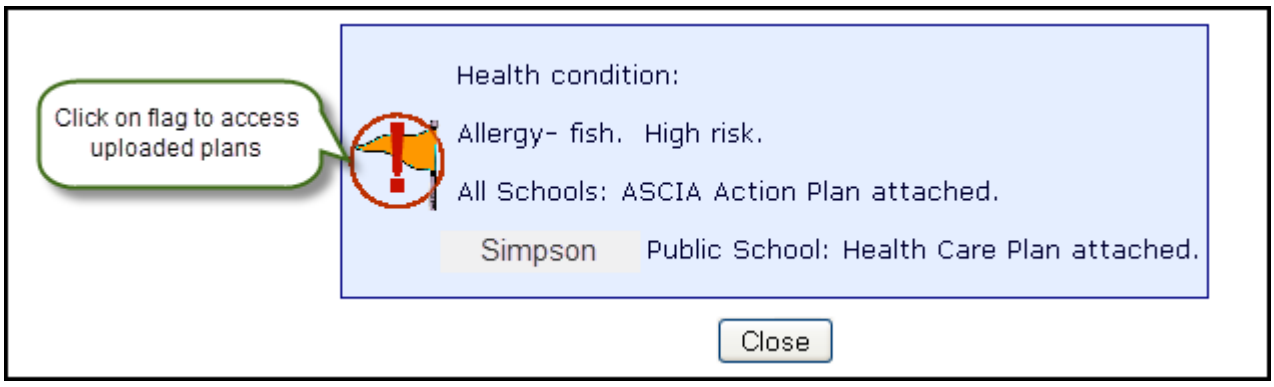
The Health Conditions page has been modified to allow for the detailed recording of specific health conditions.

Details of a health condition can be recorded along with all the related prescribed medications, an individual health plan and emergency response plan that are specific to the student.
Some health conditions are high risk. High risk health conditions, anaphylaxis (severe allergy), diabetes, epilepsy, severe asthma and where the student is diagnosed as being at risk of an emergency.

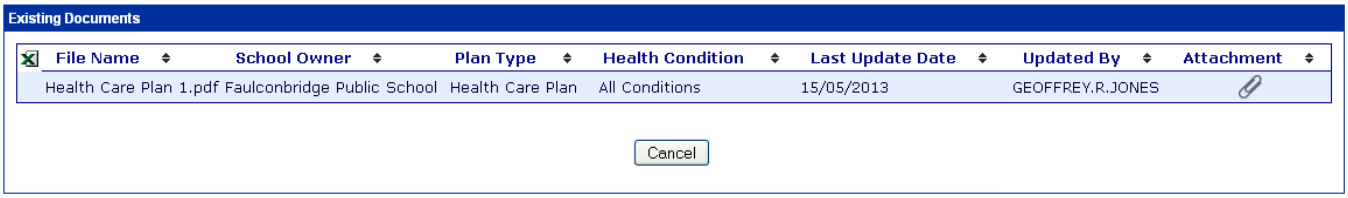
2. Student Medical Flags

Flag	Description
	The student has one or more current health conditions. None of these health conditions are a high risk or severe allergy.
	The student has one or more current health conditions. At least one of these health conditions is a high risk or severe allergy. All health conditions are compliant at the school. All required plans and medications(adrenaline auto injector for severe allergies/anaphylaxis) are in place for the school.
	The student has one or more current health conditions. At least one of the health conditions is high risk or a severe allergy. At least one of the health conditions is not compliant at the school. At least one plan and/or medication (adrenaline auto injector) is missing for the student at the school.

Clicking on the medical flag from the student enquiry will display a summary of the details as below;


Click on flag to access uploaded plans
Health condition:
Allergy- fish. High risk.
All Schools: ASCIA Action Plan attached.
Simpson Public School: Health Care Plan attached.
Close

Clicking on the medical flag in the student health condition summary will display a summary of any medical documents/plans that have been uploaded. *Refer to section on health plans for further details*



3. High Risk Conditions, including Anaphylaxis

High risk health conditions include diabetes, epilepsy, severe asthma, anaphylaxis and any other health condition where the student is diagnosed as being at risk of an emergency. The health condition is selected from a drop down list of values, and is known as the “Need”. When a health condition (non-allergy) is classified as

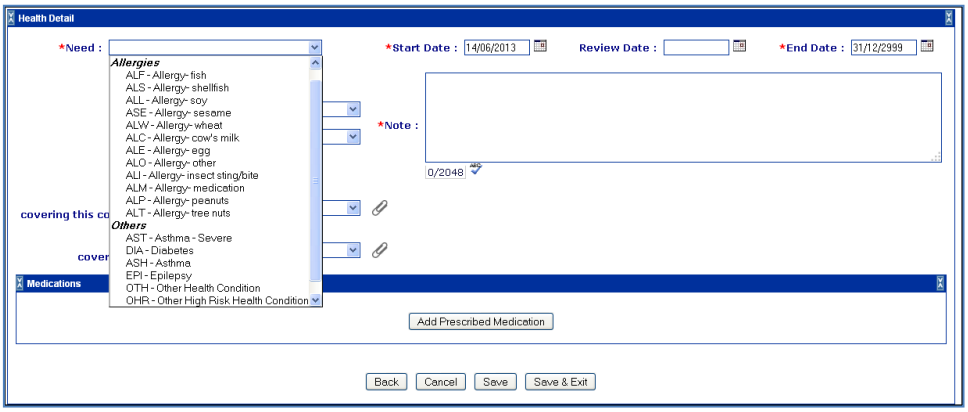
- high risk

or when a health condition (allergy) is

- flagged by the user as a severe allergy/anaphylaxis

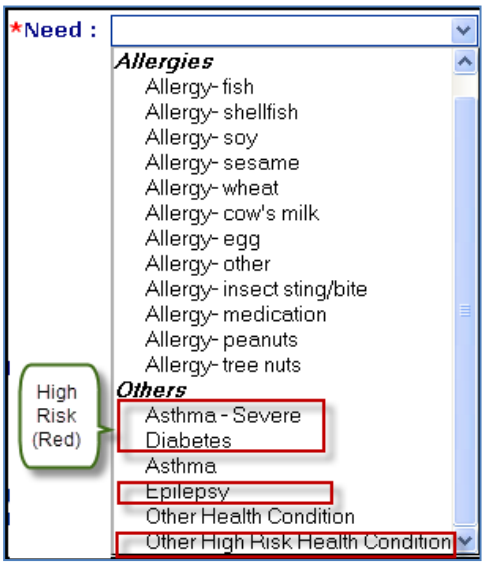
this will trigger automatically generated system validations, compliance reporting and system generated e-mails.
Students shared between schools have automatic e-mails sent to the share school when plans associated with management of the student’s health care needs have been uploaded, updated, end dated or deleted. This includes an individual health care plan, an emergency response plan or ASCIA Action Plan for Anaphylaxis. This automatic email serves as an alert to the other school and should be forwarded to the appropriate school staff member for any necessary follow up or action. More information about individual health care plans, emergency response plans and ASCIA Action Plans for Anaphylaxis and can be found in Section Health Plans .

Health Detail Panel –Showing list of Needs



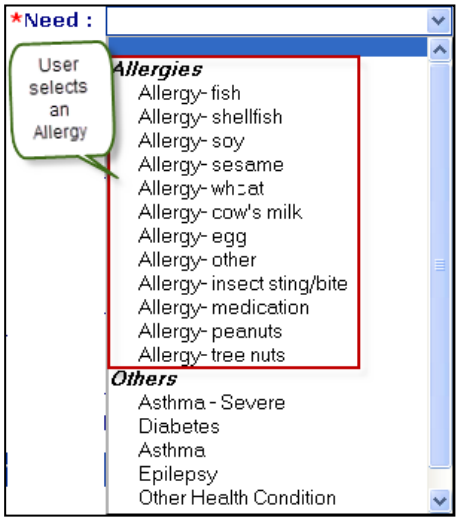
3.1 High Risk Conditions - Non -Allergy

The following health conditions are automatically set as high risk:



3.2 Allergy - Severe Allergy/Anaphylaxis

High risk health conditions include diabetes, epilepsy, severe asthma, anaphylaxis and any other health condition where the student is diagnosed as being at risk of an emergency. Schools seek information about allergies and other health conditions from parents/carers at enrolment and on an ongoing basis, eg as part of regular health updates. Where this information identifies an allergy, schools use the Anaphylaxis Procedures to gather health information that will inform the level of support required and the information that will be entered into ERN medical.

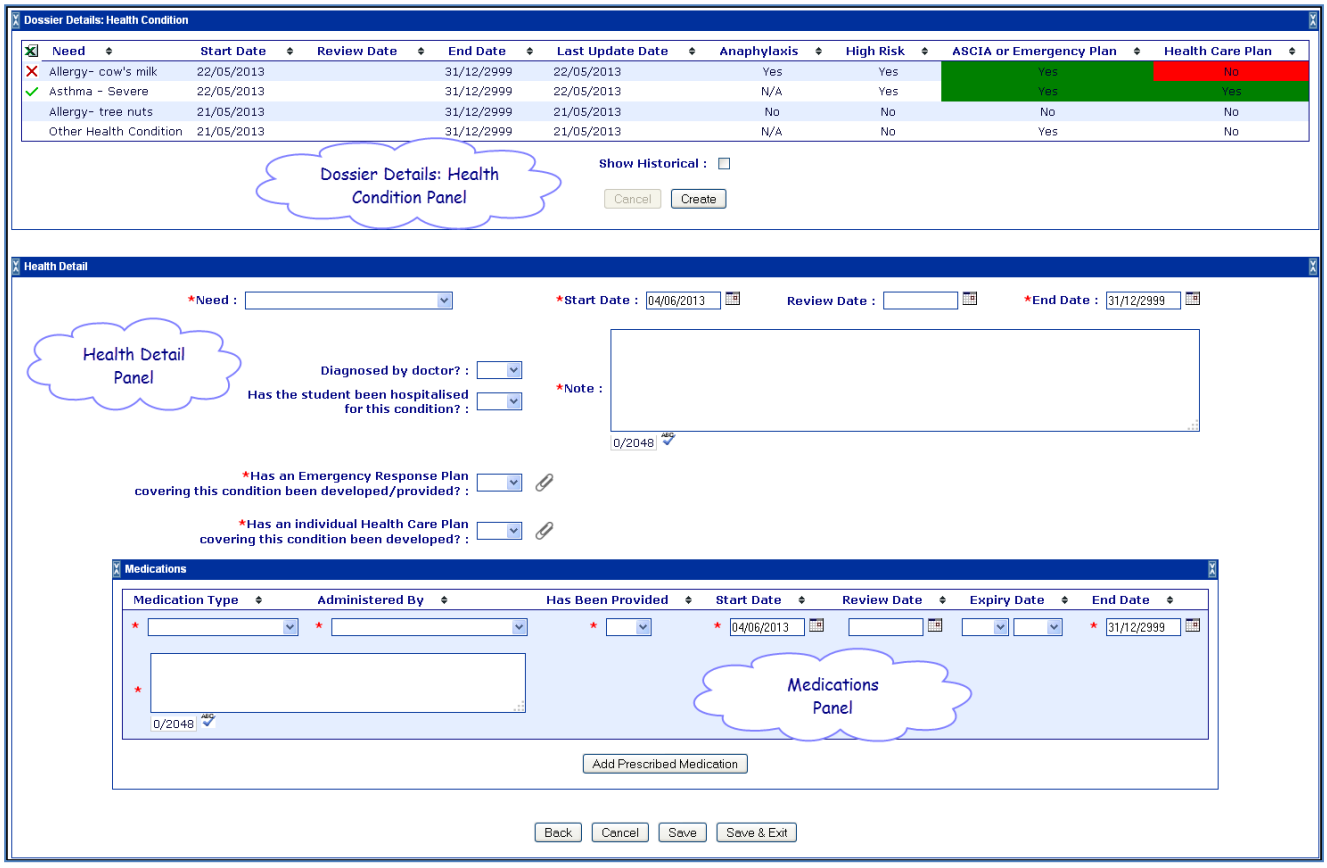


User indicates that the allergy is severe by selecting “Yes” from the drop down list, for the question “Is this a Severe Allergy (Anaphylaxis)?”.

4. Health Condition Screen

The Student Health Condition Screen comprises three parts.

1. Dossier Detail: Health Condition – provides a summary of all health conditions the student has and highlights compliance
2. Health Detail – allows the user to input and update information on individual student health conditions
3. Medications – allows the user to input and update individual prescribed medication information linked to a specific health condition



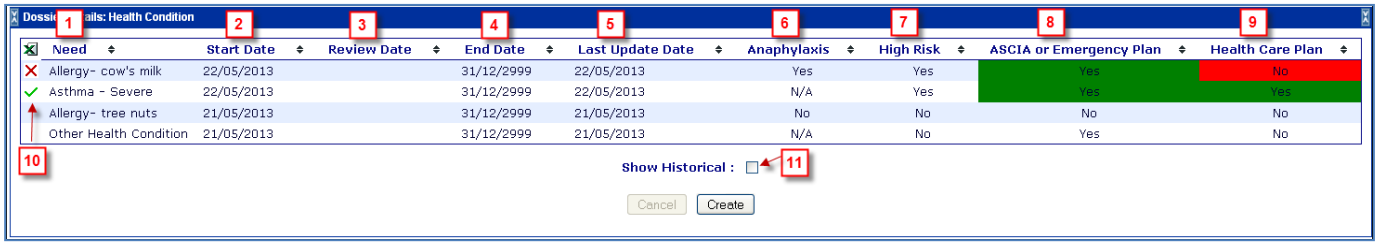
4.1 Dossier Detail Health Condition Panel

The “Dossier Detail: Health Condition” lists all health conditions for a student. It allows both current and historical (end dated in the past) health conditions to be displayed.
The screen allows for a quick reference to see which health conditions are compliant as regards ERN rules and information recorded in ERN.

Note: Full compliance may envolve procedures outside of the ERN system.

A red cross “**X**”, indicates non-compliance for the health condition as a whole – as per ERN recorded information. The red highlight indicates a plan (ASCIA Action Plan for Anaphylaxis/emergency response plan/individual health care plan) has not been provided or is due for review.

Current Health Conditions Exist



This is a read only screen.
To display the full information of a specific health condition the user must click on the required health condition.

1. **Need**: The students’ health condition.

2. **Start Date**: Start Date of the health condition. This is usually the date the school was informed of the health condition.

3. **Review Date**: Date a review of health condition is required.

4. **End Date**: End date of a health condition. Default is 31/12/2999 – which indicates an ongoing health condition. This date also indicates when a health condition no longer applies. A health condition end dated in the past infers it is historical.

5. **Last Update Date:** The date the health condition information was last updated. System generated.

6. **Anaphylaxis:** Classifies an allergy as severe (anaphylaxis). Yes/ No will show when the health condition is an allergy. N/A will show when the health condition is not an allergy.

7. **High Risk:** Classifies the health condition as high risk. Yes/No.

8. **ASCIA or Emergency Plan:** Indicates if an ASCIA Action Plan for Anaphylaxis has been provided in the case of anaphylaxis, or an ASCIA Action Plan for Allergic Reactions has been provided in the case of an allergy. Indicates if an emergency response plan has been provided/developed in the case of a health condition that is not anaphylaxis and may require an emergency response.

   Compliance Note: Green highlight is indicated when compliant. Red is highlighted not compliant. No colour indicates when compliance is not applicable i.e. for non high risk health conditions.

9. **Health Care Plan:** Indicates if an individual health care plan (IHCP) covering the health condition has been developed by the school for the student.

   Compliance Note: Green highlight is indicated when compliant. Red is highlighted when not compliant. No colour indicates that compliance is not applicable i.e. for non high risk health conditions.

10.

Symbol	Description
X	Indicates non compliance for the health condition. At least one plan and/or medication (auto injector) is missing for the health condition for the student at the school. (High risk health conditions only)
✓	Indicates the health condition is compliant. All mandatory medications and plans have been provided. (High risk health conditions only)
Blank	The health condition is not high risk or anaphylactic

11. **Show Historical:** A tickbox that allows historical health conditions to be displayed. The default is not ticked. This tickbox is visible only when historical health conditions exist for the student.

    Note: A historical health condition is a health condition that has an end date prior to today.

No Current Health Condition exists

A message is displayed indicating that no current health conditions exist for the student.

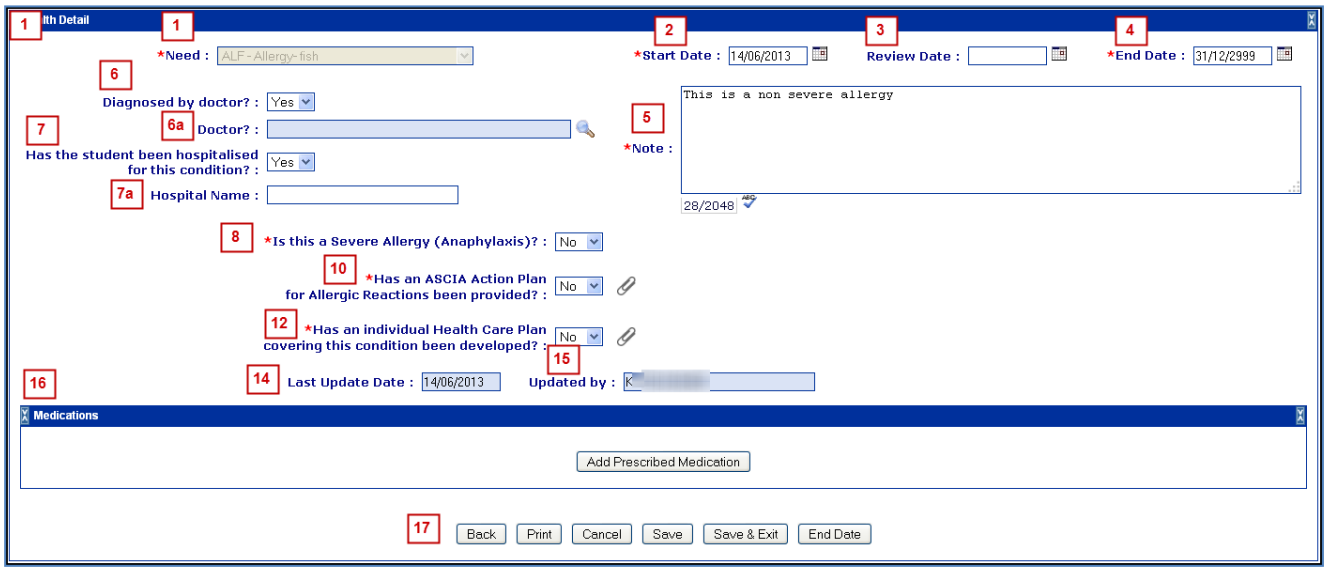
4.2 Health Detail Panel

This is an input screen to record details about the student's health condition.
The screen responses (input fields and questions) differ depending on:

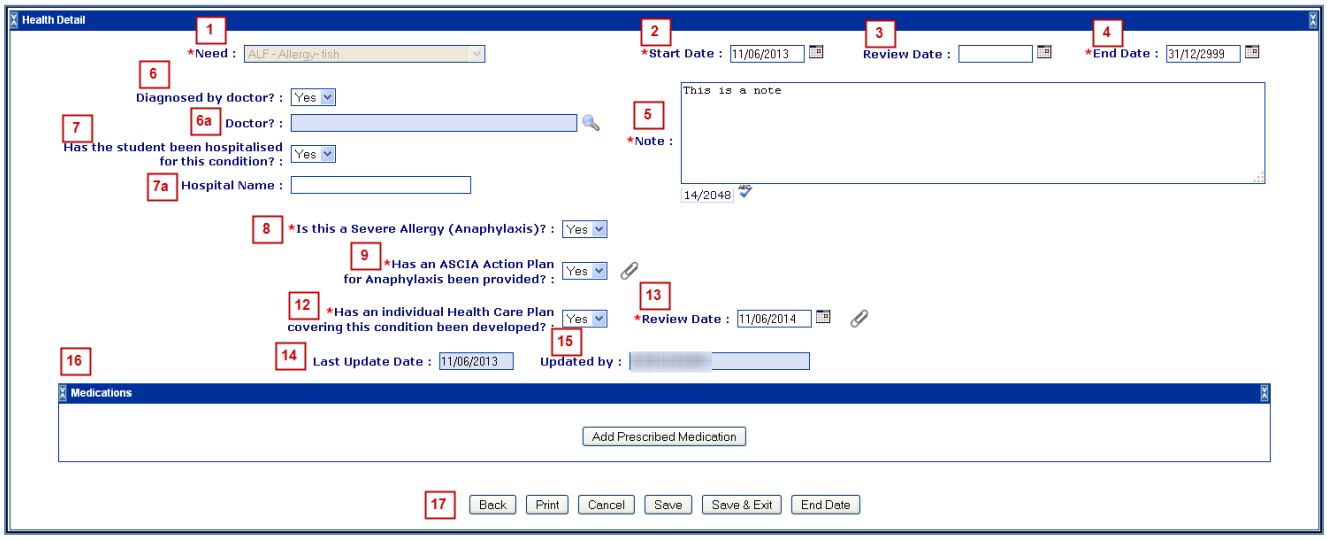
- The need selected is an allergy and is not severe
- The need selected is an allergy and is a severe allergy/anaphylaxis
- The need selected is a health condition other than an allergy

* Denotes a mandatory field.

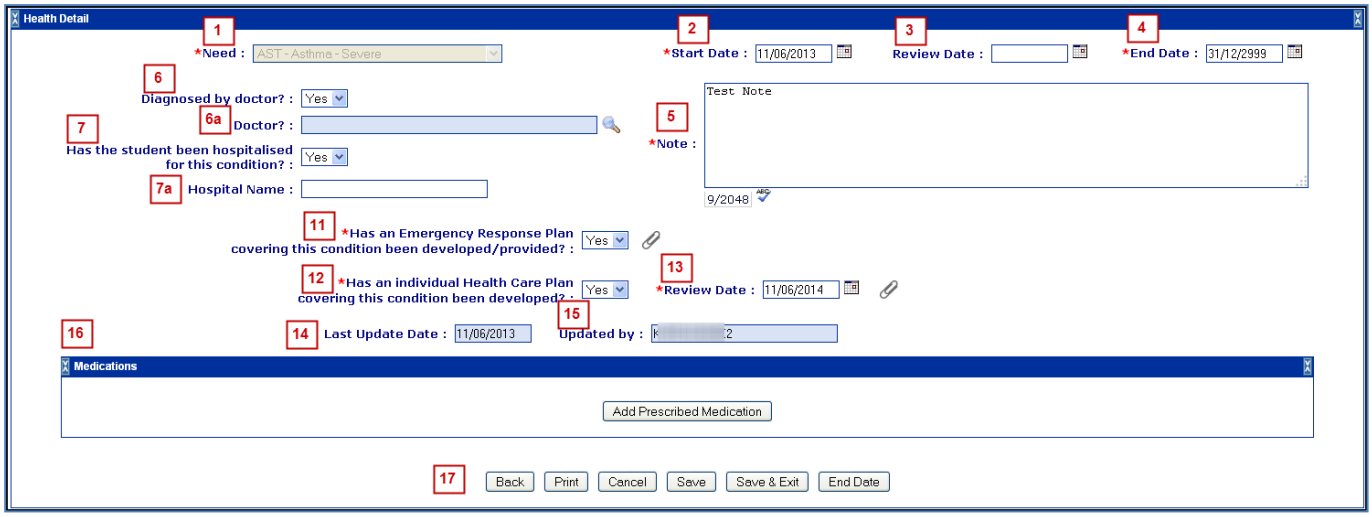
Health Detail Panel – Allergy health condition


Health Detail
*Need : ALF - Allergy- fish
*Start Date : 14/06/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? :
Has the student been hospitalised for this condition? : Yes
Hospital Name :
*Note : This is a non severe allergy
*Is this a Severe Allergy (Anaphylaxis)? : No
*Has an ASCIA Action Plan for Allergic Reactions been provided? : No
*Has an individual Health Care Plan covering this condition been developed? : No
Last Update Date : 14/06/2013
Updated by :
Medications
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

Health Detail Panel – Severe Allergy health condition


Health Detail
*Need : ALF - Allergy- fish
*Start Date : 11/06/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? :
Has the student been hospitalised for this condition? : Yes
Hospital Name :
*Note : This is a note
*Is this a Severe Allergy (Anaphylaxis)? : Yes
*Has an ASCIA Action Plan for Anaphylaxis been provided? : Yes
*Has an individual Health Care Plan covering this condition been developed? : Yes
*Review Date : 11/06/2014
Last Update Date : 11/06/2013
Updated by :
Medications
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

Health Detail Panel – Non Allergy health condition



1. **Need**: The students' health condition. Allows selection of the health condition from a drop down list. (The selection becomes read only once the health condition has been saved. This cannot be changed. (Mandatory)

   Note: The information required to be recorded about a health condition is driven by the value of the health condition ("need") selected. For Example, if the health condition is an allergy - questions regarding anaphylaxis are surfaced on the screen.

2. **Start Date**: Start Date of the health condition is mandatory. This is usually the date the school was informed of the health condition. Defaults to current date. Date can be changed.

3. **Review Date**: The date a review of the health condition is due.

4. **End Date**: End date of a health condition is mandatory. Default date is 31/12/2999 – which indicates an ongoing health condition. If the condition is ongoing do not change this date. The end date also indicates when a health condition no longer applies – when the end date is in the past.

5. **Note**: This is a mandatory free text field for recording student specific details about the health condition

6. **Diagnosed by doctor**: This is a Y/N drop down list.

   If yes is selected:

   a. **Doctor –** The doctor treating the health condition is selected here. When the health condition has been diagnosed by a doctor the user can optionally select a doctor from a drop down list to link to the health condition. To access the list of

doctors click on the magnifying glass icon . The doctor details must have been previously recorded for the student using the doctor details icon from the menu.

7. **Has the student been hospitalised for this condition?** This is a Y/N drop down list.

If yes is selected:

a. **Hospital Name**- Enter the name of the hospital that treated the health condition if the student has been hospitalised for this health condition. (optional)

Screen Fields Specific to - Health Condition is an Allergy:

8. **Is this a Severe Allergy (Anaphylaxis)?** Is the allergy classified as a severe allergy? This is a Y/N drop down. (Mandatory)

Note: This will only appear if the condition selected in the Need field is an allergy.

If "Yes" is selected (health condition is a severe allergy)

9. **Has an ASCIA Action Plan for Anaphylaxis been provided?** This is a Y/N drop down. (Mandatory)

The facility to upload an attachment has been added

Note: This will only appear if the allergy is a severe allergy (anaphylaxis). *Refer to section on Health Plans for further details*

Compliance Note: It is mandatory for an ASCIA Action Plan for Anaphylaxis to be provided by the parent/carer for a severe allergy (anaphylaxis).

OR if "No" is selected (health condition is not a severe allergy)

10. **Has an ASCIA Action Plan for Allergic Reactions been provided?** This is a Y/N drop down.(Mandatory)

Note: This will only appear if the allergy is a not severe. Optional to provide for non severe allergy/non anaphylactic.

The facility to upload an attachment has been added

Note: This will only appear if the allergy is **not** a Severe Allergy (Anaphylaxis). *Refer to section on Health Plans for further details*

Compliance Note: It is mandatory for an ASCIA Action Plan for Anaphylaxis to be provided by the parent/carer for a severe allergy (anaphylaxis).

Screen Fields Specific to - Health Condition is not an Allergy:

11. **Has an Emergency Response Plan covering this condition been developed/provided?** This is a Y/N drop down. (Mandatory)

The facility to upload an attachment has been added

Note: *Refer to section on* Health Plans *for further details*

Compliance Note: It is mandatory for an ERP plan to be provided for health conditions that are classified as high risk. The high risk classification is part of reference data.

12. **Has an Individual Health Care Plan covering this condition been developed?** This is a Y/N drop down (Mandatory)

The facility to upload an attachment has been added

Compliance Note: It is mandatory for a high risk health condition, including a severe allergy to have an individual health care plan.

13. **Review Date:** Date to review the individual health care plan. Default to 1 year in the future when selecting yes for an IHCP for a student. Value can be manually updated.

Note: Individual health care plans (including the associated emergency response plan) should be reviewed annually or when the parent/carer notifies the school that the student's health needs have changed. A review of a student's individual health care plan can also be instigated by the principal or delegated executive staff at other times.

Note: Review Date will only be displayed if IHCP is set to YES. *Refer to section on* Health Plans *for further details.*

Compliance Note: This health condition will appear on the compliance report when the review date is within 7 days of review.

14. **Last Update Date:** The date the health condition information was last updated. (Read Only. System Generated)

15. **Updated by:** The user id of the user who last updated the health condition information**.** (Read Only.System Generated)

16. **Medications:** Add prescribed medications for the health condition. See “Medications Panel” below**.**

17. Health Detail Actions - Buttons

Please note these actions apply to both the health condition and the medications related to the health condition.

Button	Description
Back	Go back to previous screen
Print	Print details of the health condition currently being displayed for the student
Cancel	Cancel entries without saving
Save	Save changes made but remain on the current screen
Save & Exit	Save changes and exit to the previous screen
End Date	End date the health condition and all related information. The end date will default to current date. This action will end date the health condition, related plans and related medications

Spinner

The spinner at the top right of the screen is used to scroll to the next student by using the left and right arrow or use the drop down list to see all the students that fit the student selection criteria.

Successful Update

Successful update upon completion, the following will be displayed on the top of the screen.

Medical Condition has been successfully updated.

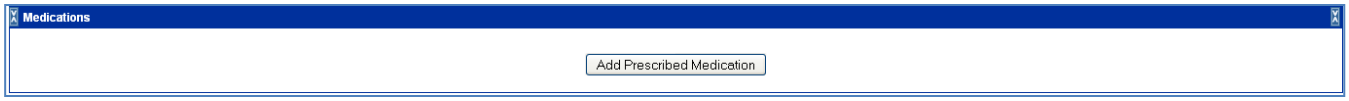
4.3 Medications Panel

This screen is used to add prescribed medications for a health condition. The medications are linked to the health condition in current focus.

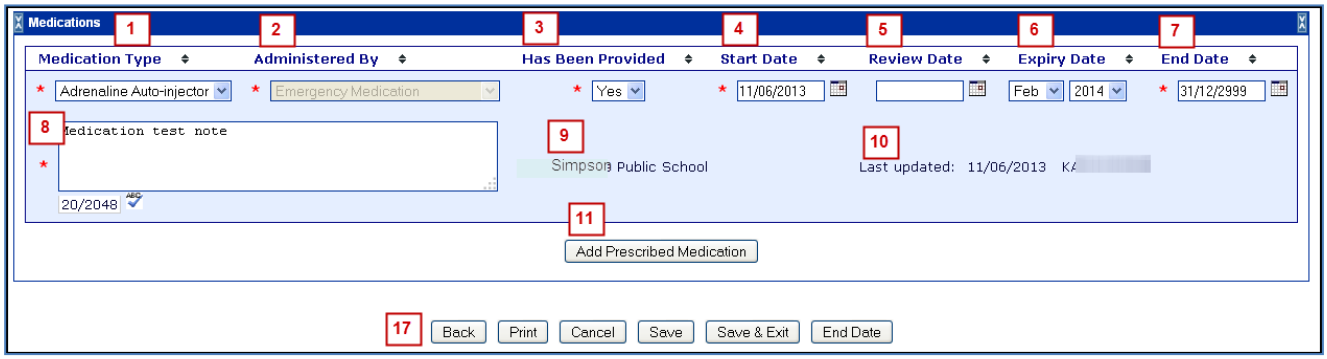
Only prescribed medications should be recorded and not over the counter medications

Note: Click on the "Add Prescribed Medication" button to input medication details. Multiple medications can be added for one health condition.

- It is not mandatory to record medications for health conditions other than severe allergies (anaphylaxis).
- It is mandatory to add details of an adrenaline auto-injector for a severe allergy (anaphylaxis). ERN requires details of the adrenaline auto-injector to be recorded against each severe allergy recorded for the student , i.e. the adrenaline auto-injector provided for the student will be listed against each of the severe allergies even though the parent/carer may have provided only one adrenaline autoinejctor to the school for that student.



Medications Panel



1. **Medication Type**: The drop down box provides two choices:
   - "Adrenaline auto-injector" must be if an adrenaline auto-injector (e.g. EpiPen/Anapen) has been prescribed to the student for a severe allergy (anaphylaxis).
   - "Other" is selected for all other prescribed medications.

Compliance Note: It is mandatory for all severe allergies/anaphylactic conditions to have details of the auto-injector recorded and to have the auto-injector provided to the school.

2. **Administered By**: The way the medication is to be administered. A drop down box will only appear if the Medication Type is recorded as Other.

   Available Values:
   - Emergency Medication
   - Self administered
   - Administered with supervision
   - Administered by authorised Staff
   - To be determined

   - Select “Self Administered” if the medication is to be administered by the student.
   - Select the other administration methods when the medication is to be administered by the school.
   - Select ‘to be determined’ if paperwork and meeting with parent has not been finalised to negotiated the administration of medication. See http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/formletters/index.php for the forms and letters that will determine the values to be inputted into ERN when the administration of medication has been finalised with parents/carers.

   Note: When Medication Type “Adrenaline Auto-injector” is selected this field defaults to “Emergency Medication” and cannot be changed.

   Compliance Note: It is mandatory for all prescribed medications related to a high risk and/or anaphylactic condition to have a valid administration method selected. The selection “to be determined” will result in the medication being non compliant until such time as the administration method has been determined and a different selection from the drop down made.
   The selection “to be determined” is used when the school has not yet determined the administration method for the medication at time of recording the medication details.

3. **Has Been Provided**: Indicates if the medication has been provided to the school. This is a Y/N drop down list. (Mandatory)

4. **Start Date**: Start date of the medication. Default is current date. Date can be changed (Mandatory)

5. **Review Date**: Date a review of the medication is required.

6. **Expiry Date**: This is the expiry date printed on the packaging of the medication.
   Note: This is entered as Month Year.

Note: When the medication has been provided to the school, it is mandatory to enter the expiry date.

7. **End Date**: End date of a medication. Default date is 31/12/2999 – indication ongoing medication. If a medication is to be given for a specific period of time the date the medication will cease to be given is entered. (Mandatory)

8. **Note**: This is a free text field for recording student specific details about the health condition. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given. (Mandatory)

9. **School Owner:** Shows the school the medication was provided to**.**

Note: This is particularly relevant in the case of shared students where a prescribed medication is provided to individual schools. For example, in the case of a severe allergy, an adrenaline auto-injector must be provided to each school the student attends. In the case of self administered medications "All Schools" is displayed. (Read only. System generated)

10. **Last Updated:** The date the medication information was last updated and the user id of the user who actioned the update. (Read only. System generated)

11. **Add Prescribed Medication:** This button is used to add prescribed medications. Multiple medications can be associated to one health condition**.**

Note: If one medication applies to more than one health condition the medication should be entered for each of the health conditions that it applies to. For example, if a student has two severe allergies and an adrenaline auto-injector has been provided to the school, the details of the adrenaline auto-injector must be entered against each of the severe allergies.

17. Health Detail Actions - Buttons

Please note these actions apply to both the health condition and the medications related to the health condition. – For more information refer to health details screen above.

5. Scenarios

5.1 Scenario 1: Access ERN Health Condition Functionality

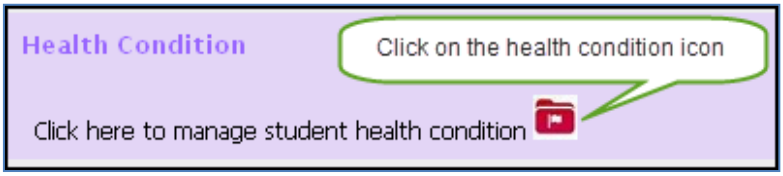
The school staff is required to view/update/add health condition information for a student.

Step 1: Select "Health Condition"/ "Medical details" Icon

Adding a health condition to a student can be accessed in two ways.

- at time of enrolment via the full registration form
- post enrolment via the health condition icon from student details

Full Registration Form

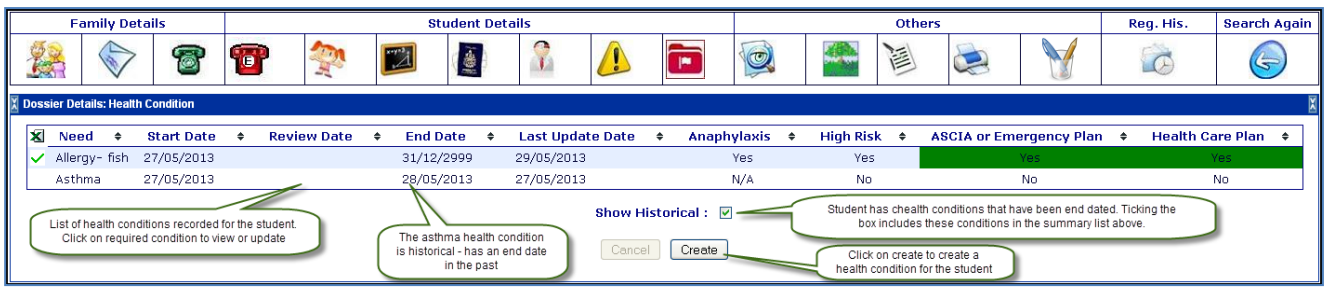


Student Details

The following screen will be displayed:

No Health Conditions Recorded for the Student

Health Conditions Recorded for the Student



5.2 Scenario 2: Add a Health Condition - Allergy-(Severe/Anaphylaxis)

The school has been informed one of their students has an existing health condition.
The student suffers from an allergy to fish that has been diagnosed as severe (anaphylaxis).
The health condition was diagnosed by a doctor and the school has been supplied with the doctor's details.
The student has been hospitalised for the health condition and the school has been provided with the hospital name.
The school has been provided with the appropriate ASCIA plan, but has not yet developed an individual health care plan.

Note: Both an IHCP and an ASCIA Action Plan for Anaphylaxis are required for severe allergies.

This scenario includes:

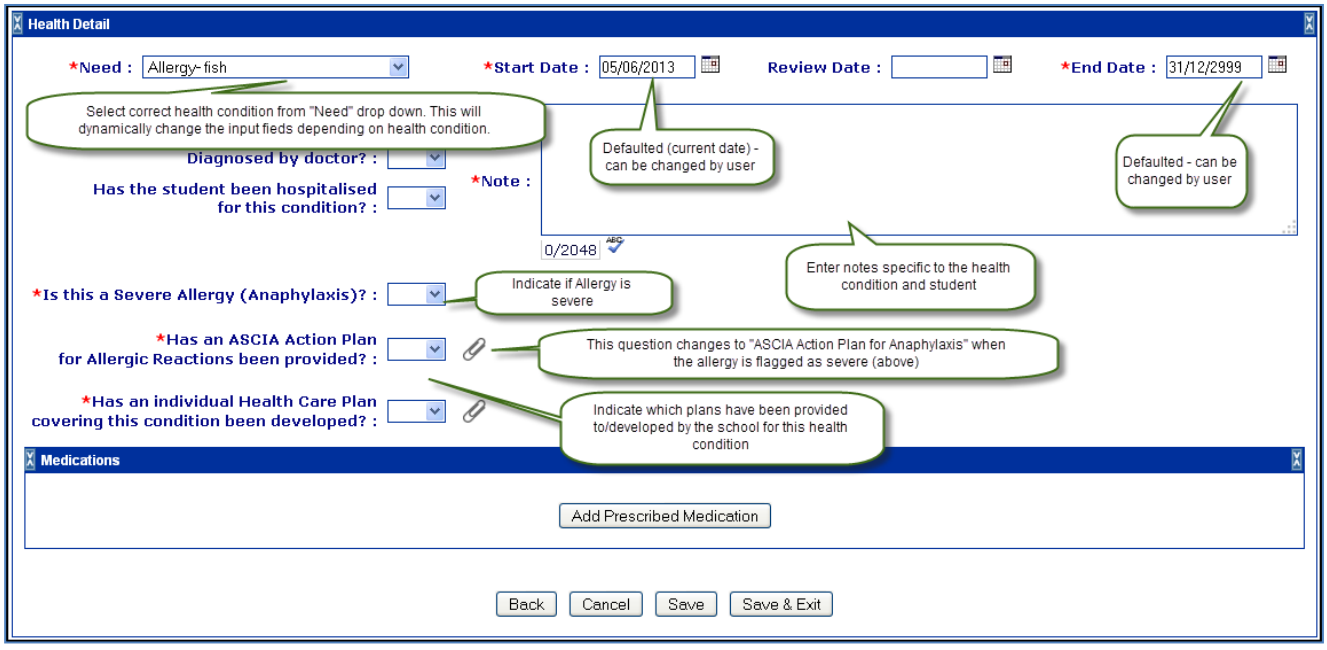
- **ERN functionality for diagnosed by doctor**.
- **ERN functionality for the student having been hospitalised for the health condition.**

(The sequence the health conditions are entered is not material. Health conditions can be entered in any order – Allergies and non-allergies in no particular pre-defined order)

Step 1: Access ERN Health Condition functionality as for Scenario 1

Click Create

Step 2: Enter Health Condition Details - Allergy (Severe/Anaphylaxis)


Health Detail
*Need : Allergy- fish
*Start Date : 05/06/2013
Review Date :
*End Date : 31/12/2999
Select correct health condition from "Need" drop down. This will dynamically change the input fieds depending on health condition.
Defaulted (current date) - can be changed by user
Defaulted - can be changed by user
Diagnosed by doctor? :
Has the student been hospitalised for this condition? :
*Note :
0/2048
Enter notes specific to the health condition and student
*Is this a Severe Allergy (Anaphylaxis)? :
Indicate if Allergy is severe
*Has an ASCIA Action Plan for Allergic Reactions been provided? :
This question changes to "ASCIA Action Plan for Anaphylaxis" when the allergy is flagged as severe (above)
*Has an individual Health Care Plan covering this condition been developed? :
Indicate which plans have been provided to/developed by the school for this health condition
Medications
Add Prescribed Medication
Back
Cancel
Save
Save & Exit

The allergy has been diagnosed by a doctor as severe. Details of the doctor treating the health condition have been provided.

- **Need:** Select "Need" from drop down (Allergy-fish). This must be selected correctly as once the health condition is saved the "Need" cannot be changed.

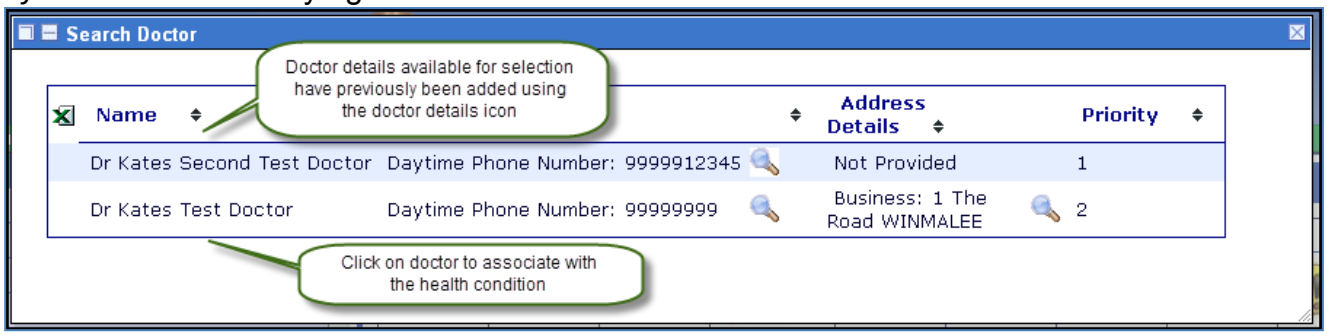
- Enter the **Start date**(default to current, this is usually the date the school was informed of the health condition), **Review date** (optional) and **End date** (default to 31/12/2999 indicating the health condition is ongoing).
- Record that the health condition has been **diagnosed by a doctor**.
- If the health condition has been diagnosed by a doctor it is optional to select a doctor to link to the health **condition. (usually the diagnosing or treating doctor).** Use for access to list of doctors.
- Record information regarding the student being hospitalised for the health condition. In this scenario the student was hospitalised and the name of the hospital provided to the school.
- In this scenario the health condition is a **severe allergy (anaphylactic**). Indicate "Yes" for question "Is this a Severe Allergy (Anaphylaxis)?".

  Note: All anaphylactic conditions require the parent/carer to supply the school with an adrenaline auto-injector.

- Indicate if the school has been provided with an **ASCIA Action Plan for Anaphylaxis** for the health condition. In this scenario "Yes". (An ASCIA Action Plan for Anaphylaxis is required for severe allergies/anaphylaxis).
- Indicate if an **individual health care plan** has been developed for the student that covers this health condition. In this scenario "No". (An IHCP is required for severe allergies/anaphylaxis).
- Record details about the health condition in the **"Note"** field
- Complete as much information about the health condition as possible. Enter detail accurately and record detail that has been provided to you as confirmed. Administrative notes can be recorded in the "Note" field.
- **Add prescribed medications** for this health condition as in Step 3 below or "Save"

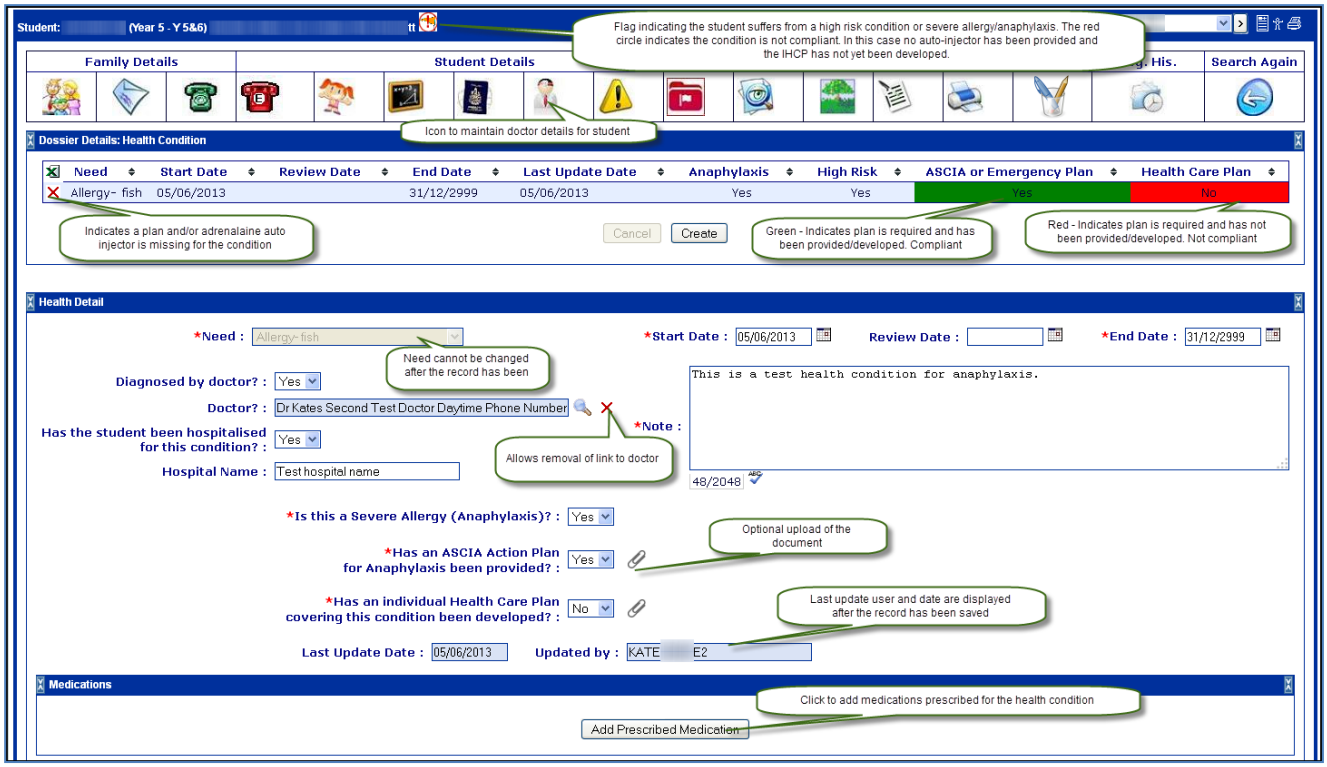
Diagnosed by Doctor

The following selection screen is displayed when the health condition has been diagnosed by a doctor and the eye glass for "doctor?" has been clicked



Click on one of the doctors in the list to link to the health condition and display in the health condition panel.

After Save

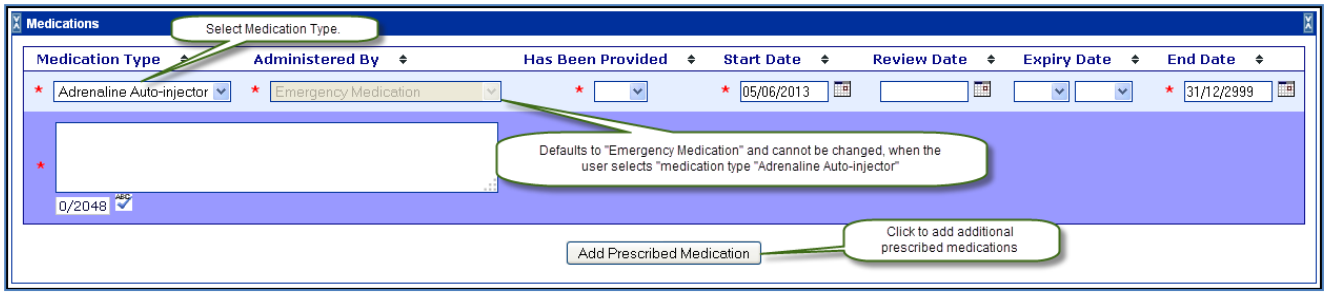

Flag indicating the student suffers from a high risk condition or severe allergy/anaphylaxis. The red circle indicates the condition is not compliant. In this case no auto-injector has been provided and the IHCP has not yet been developed.
Icon to maintain doctor details for student
Indicates a plan and/or adrenalaine auto injector is missing for the condition
Green - Indicates plan is required and has been provided/developed. Compliant
Red - Indicates plan is required and has not been provided/developed. Not compliant
Need cannot be changed after the record has been
Allows removal of link to doctor
Optional upload of the document
Last update user and date are displayed after the record has been saved
Click to add medications prescribed for the health condition
Add Prescribed Medication

Step 3: Add prescribed medications for the health condition

Medications that have been prescribed for the health condition must be recorded.
The student has been prescribed an adrenaline auto-injector, but this has not yet been provided to the school.

- Click “Add Prescribed Medications”

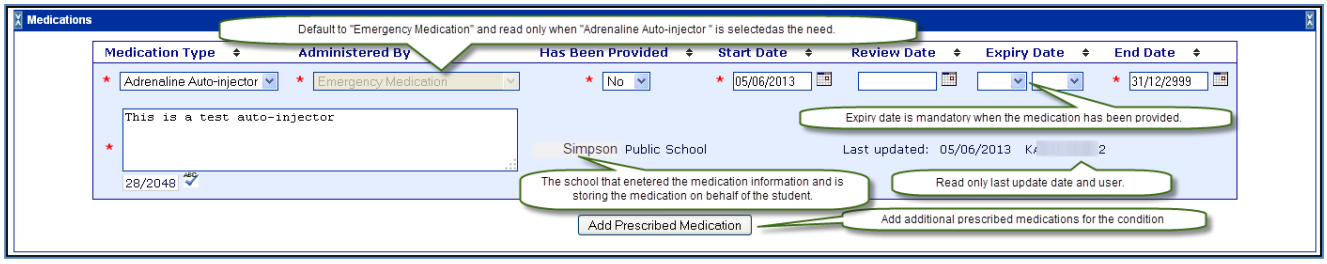
Note: *Detail about prescribed medications including auto-injectors can be recorded before the medication is provided to the school. “Has Been Provided” is set to no and can be updated to “yes” when the medication is received by the school.*


Select Medication Type.
Defaults to "Emergency Medication" and cannot be changed, when the user selects "medication type "Adrenaline Auto-injector"
Click to add additional prescribed medications
Add Prescribed Medication

- **Medication Type**: Select Adrenaline Auto-injector
- **Administered By:** This will default to Emergency Medication when “Adrenaline Auto-injector” is selected and becomes read only.
- **Has Been Provided**: “No” is selected as this has not yet been provided to the school. This must be updated to a “yes” when an auto-injector is provided to the school, and at this stage the expiry date must be recorded.

- Enter the Start date (default to current), Review date (optional) and End date (default to 31/12/299 indicating the medication is ongoing)
- **Expiry Date:** Expiry date of medication. This is the expiry date as detailed on the medication packaging.
- **Update date:** date the medication details were last updated, this is information is system generated when the information is saved and is read only.
- **Ownership:** The school that has entered the information and is/will be storing the medication for the student.
  When the medication is “self administered” the school owner is “All Schools” as the information applies to all schools. This information is system generated and read only.
- **Note:** Free text field to enter student specific medication details. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given or where the medication is stored.
- Add additional prescribed medications for this health condition by repeating these actions in this step (Step 3) “save”

After Save


Medications
Default to "Emergency Medication" and read only when "Adrenaline Auto-injector " is selectedas the need.
Medication Type
Administered By
Has Been Provided
Start Date
Review Date
Expiry Date
End Date
Adrenaline Auto-injector
Emergency Medication
No
05/06/2013
31/12/2999
This is a test auto-injector
28/2048
Expiry date is mandatory when the medication has been provided.
Simpson Public School
Last updated: 05/06/2013
The school that enetered the medication information and is storing the medication on behalf of the student.
Read only last update date and user.
Add Prescribed Medication
Add additional prescribed medications for the condition

5.3 Scenario 3: Add a Health Condition – Non-Allergy - (Not High Risk)

The school has been informed a student registered at their school has asthma. The information provided by the parent/carer indicates that the asthma is not severe and the principal determines that the student's health support needs can be met within existing arrangements.
The student has been prescribed asthma reliever medication which she carries on herself.
The condition has been diagnosed by a doctor. The school has not been given any information about a specific doctor to be linked to this health condition.
The student has never been hospitalised for this health condition.

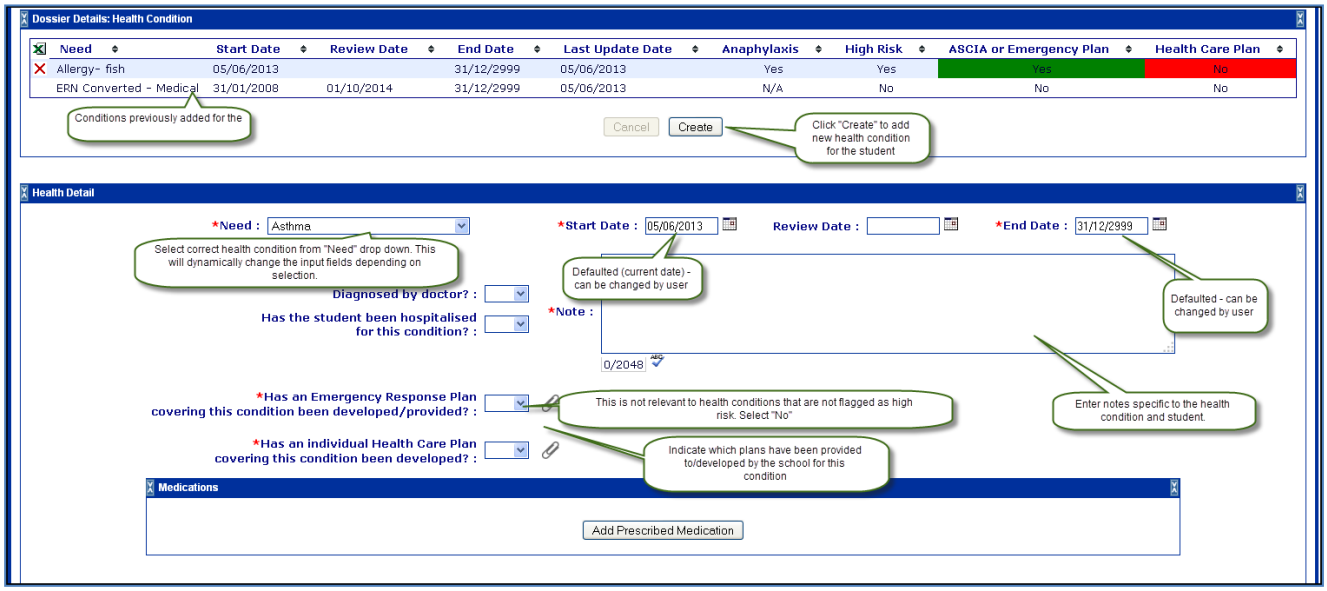
Note: An individual health care plan is not required for health conditions that are not high risk unless the principal has determined that the health care needs of the student are complex or a plan would be of assistance in managing support for the student.

(The sequence the health conditions are entered is not material. Health conditions can be entered in any order – Allergies and non-allergies in no particular pre-defined order)

Step 1: Access ERN Health Condition functionality as for Scenario 1

Click create

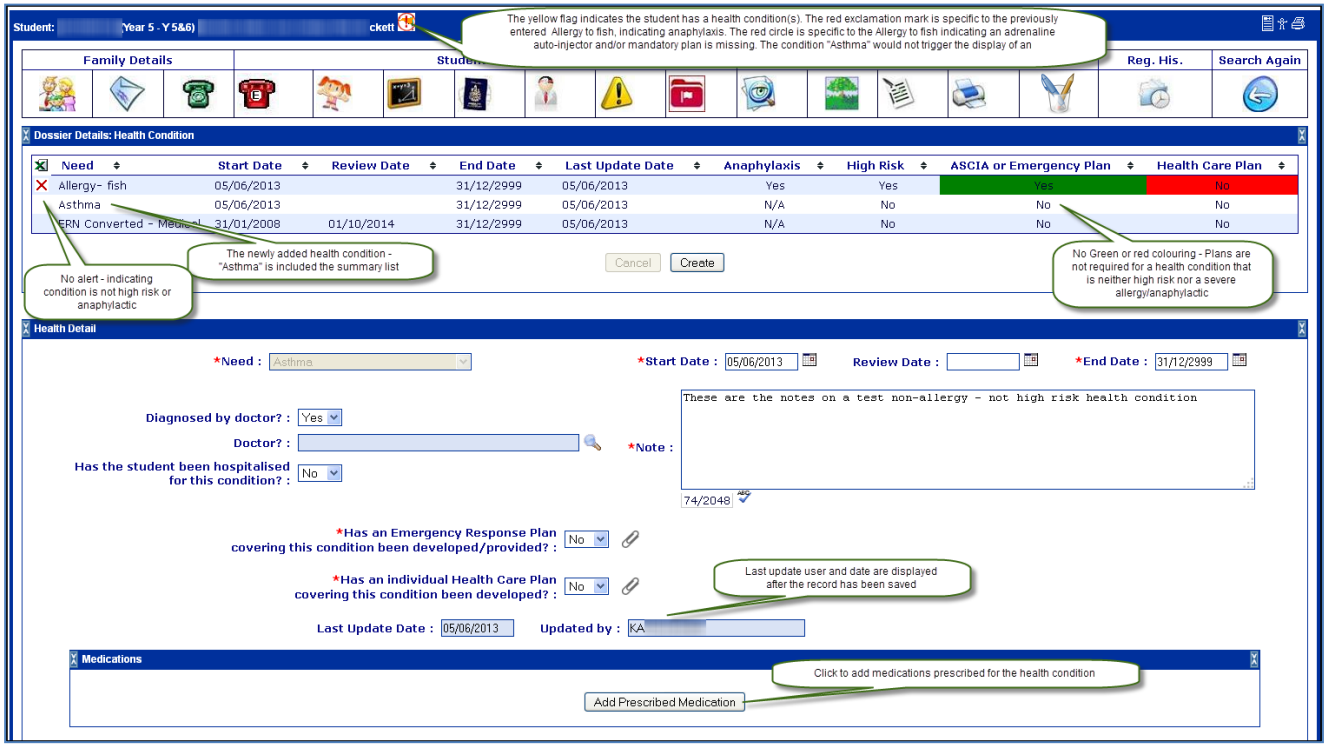
Step 2: Enter Health Condition Details – Non Allergy



- **Need:** Select "Need" from drop down (Asthma).
  Note: There is an option of asthma and severe asthma. Please note that severe asthma requires an emergency response plan and individual health care plan to be developed for the student. This value must be selected correctly as once the health condition is saved the "Need" cannot be changed.
- Enter the **Start date**(default to current, this is usually the date the school was informed of the health condition), **Review date** (optional) and **End date** (default to 31/12/2999 indicating the health condition is ongoing)
- Record that the health condition has been **diagnosed by a doctor**.

- In this scenario no information about the diagnosing doctor has been supplied to the school.
- The students asthma condition is not classified as high risk (unless the need “severe asthma has been selected). Therefore neither an **emergency response plan** nor an **IHCP** is required for the student. It is however optional to develop an IHCP for the student. “Yes” or “No” must be selected
- Complete as much information about the health condition as possible. Enter detail accurately and record detail that has been provided to you as confirmed. Administrative notes can be recorded in the “Note” field.
- **Add Prescribed Medications** for this health condition as in Step 3 below or “Save”

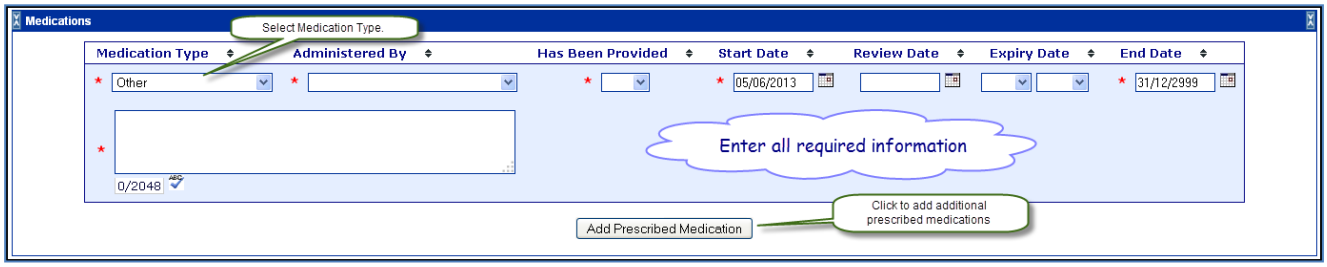
After Save


The yellow flag indicates the student has a health condition(s). The red exclamation mark is specific to the previously entered Allergy to fish, indicating anaphylaxis. The red circle is specific to the Allergy to fish indicating an adrenaline auto-injector and/or mandatory plan is missing. The condition "Asthma" would not trigger the display of an
Family Details
Reg. His.
Search Again
Dossier Details: Health Condition
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Allergy- fish 05/06/2013 31/12/2999 05/06/2013 Yes Yes Yes No
Asthma 05/06/2013 31/12/2999 05/06/2013 N/A No No No
ERN Converted - Medical 31/01/2008 01/10/2014 31/12/2999 05/06/2013 N/A No No No
No alert - indicating condition is not high risk or anaphylactic
The newly added health condition - "Asthma" is included the summary list
Cancel
Create
No Green or red colouring - Plans are not required for a health condition that is neither high risk nor a severe allergy/anaphylactic
Health Detail
*Need : Asthma
*Start Date : 05/06/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? :
Has the student been hospitalised for this condition? : No
*Note : These are the notes on a test non-allergy - not high risk health condition
74/2048
*Has an Emergency Response Plan covering this condition been developed/provided? : No
*Has an individual Health Care Plan covering this condition been developed? : No
Last update user and date are displayed after the record has been saved
Last Update Date : 05/06/2013
Updated by : KA
Medications
Click to add medications prescribed for the health condition
Add Prescribed Medication

Step 3: Add Prescribed Medications for the health condition

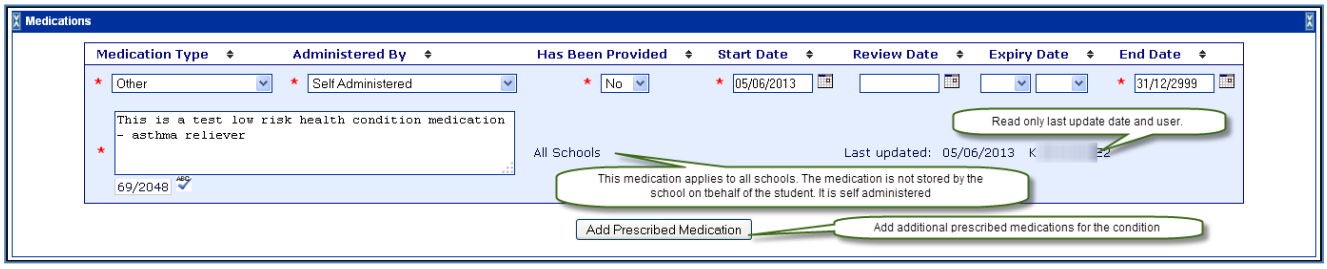
Any medications that have been prescribed for the health condition must be recorded. Reliever medication has been prescribed and is agreed that the student will keep and administer the medication.

- Click “Add Prescribed Medications”



- **Medication Type**: Select “Other” from drop down list.
- **Administered By:** Select “Self Administered” from the drop down. The asthma reliever is kept by the student and self administered.
- **Has Been Provided**: Default to “No” when self administered. The asthma reliever is kept by the student.
- Enter the Start date (default to current), Review date (optional) and End date (default to 31/12/2999 indicating the medication is ongoing)
- **Expiry Date:** This is not applicable for medications not provided to the school.
- **Update date:** date the medication details were last updated, this is information is system generated when the information is saved and is read only.
- **Ownership:** The school that has entered the information and is/will be storing the medication for the student. When the medication is **“self administered”** the school owner is **“All Schools”** as the information applies to all schools. This information is system generated and read only.
- **Note:** Free text field to enter student specific medication details. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given and where the medication is located.
- Add additional prescribed medications for this health condition by repeating these actions in this step (Step 3) “Save”

After Save



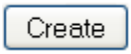
5.4 Scenario 4: Add a Health Condition – Allergy - (Not Severe/Not Anaphylaxis)

The school has been informed one of their students has an existing health condition.
The student suffers from an allergy to cow's milk.
The allergy has not been diagnosed as severe.
The health condition was diagnosed by a doctor and the school has been supplied with the doctor's details.
The student has not been hospitalised for the health condition.
The student has been prescribed medication for the allergy. The administration method has not yet been determined. The medication has been provided to the school.

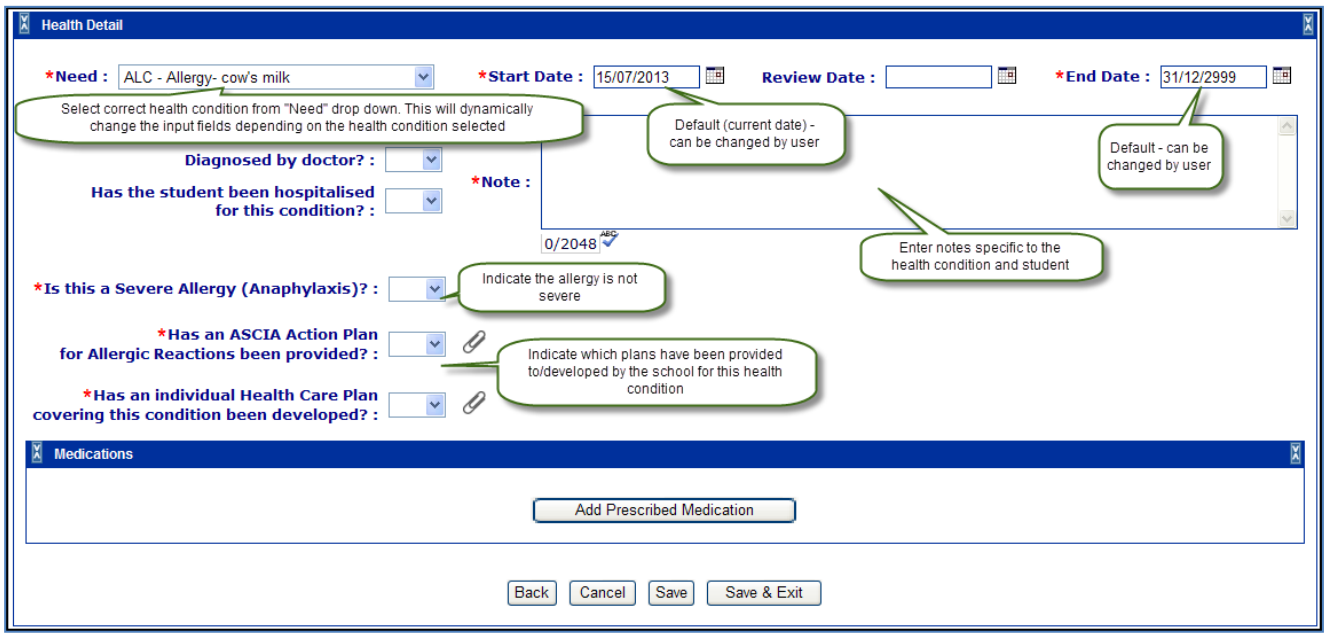
Note: An individual health care plan is not required for health conditions that are not high risk, including non-severe allergies unless the principal has determined that the health care needs of the student are complex or a plan would be of assistance in managing support for the student

(The sequence the health conditions are entered is not material. Health conditions can be entered in any order – Allergies and non-allergies in no particular pre-defined order)

Step 1: Access ERN Health Condition functionality as for Scenario 1

Click Create 

Step 2: Enter Health Condition Details - Allergy (Non-Severe)


Health Detail
*Need :
ALC - Allergy- cow's milk
*Start Date :
15/07/2013
Review Date :
*End Date :
31/12/2999
Select correct health condition from "Need" drop down. This will dynamically change the input fields depending on the health condition selected
Default (current date) - can be changed by user
Default - can be changed by user
Diagnosed by doctor? :
Has the student been hospitalised for this condition? :
*Note :
0/2048
Enter notes specific to the health condition and student
*Is this a Severe Allergy (Anaphylaxis)? :
Indicate the allergy is not severe
*Has an ASCIA Action Plan for Allergic Reactions been provided? :
*Has an individual Health Care Plan covering this condition been developed? :
Indicate which plans have been provided to/developed by the school for this health condition
Medications
Add Prescribed Medication
Back
Cancel
Save
Save & Exit

The allergy has been diagnosed by a doctor. Details of the doctor treating the health condition have been provided.

- **Need:** Select "Need" from drop down (Allergy-cow's milk). This must be selected correctly as once the health condition is saved the "Need" cannot be changed.

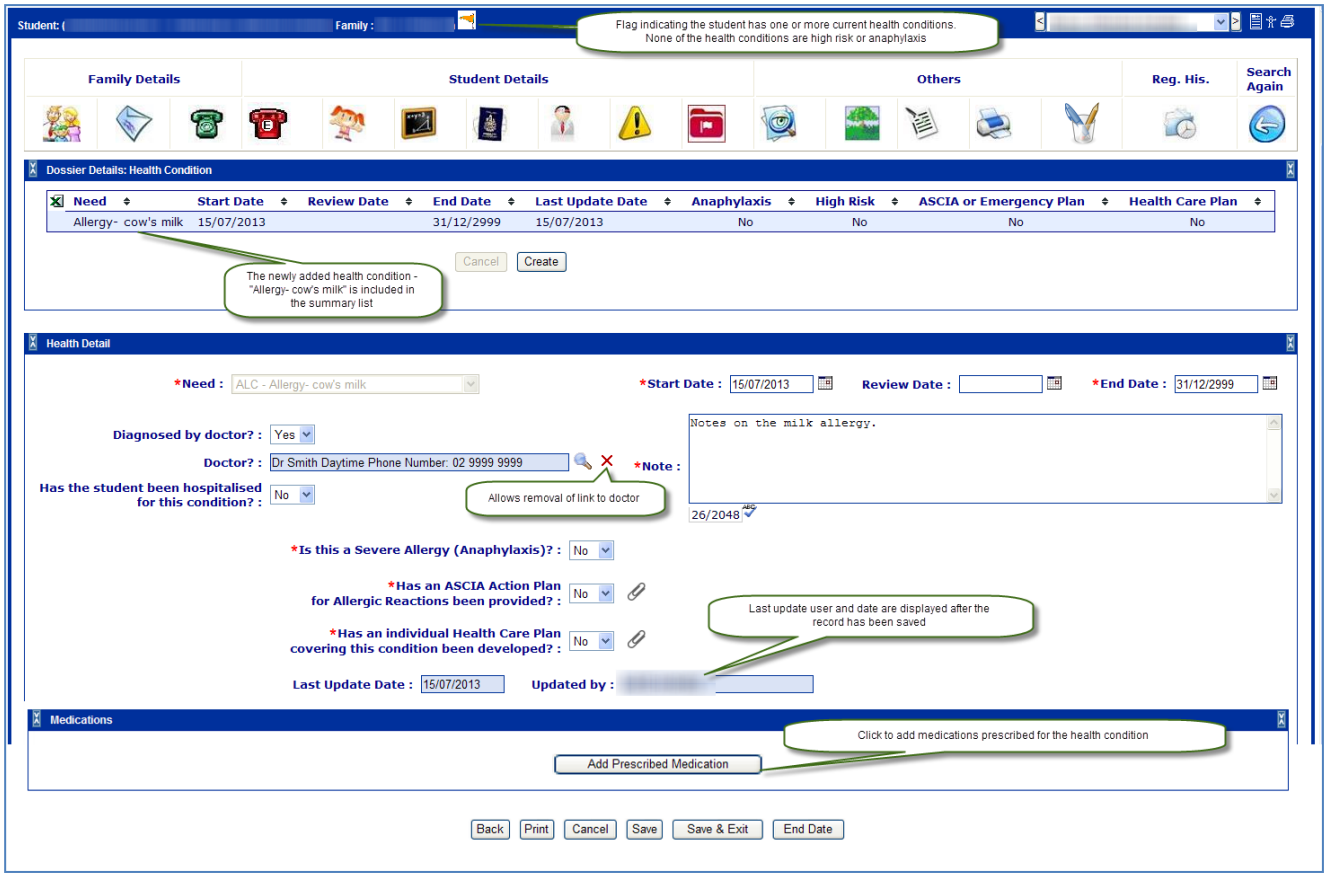
- Enter the **Start date**(default to current, this is usually the date the school was informed of the health condition), **Review date** (optional) and **End date** (default to 31/12/2999 indicating the health condition is ongoing)
- Record that the health condition has been **diagnosed by a doctor**.
- If the health condition has been diagnosed by a doctor it is optional to select a doctor to link to the health **condition. (Usually the diagnosing or treating doctor).** Use for access to list of doctors.
- In this scenario the health condition is **not a severe allergy (anaphylaxis**). Indicate "No" for question "Is this a Severe Allergy (Anaphylaxis)?".
- Indicate if the school has been provided with an **ASCIA Action Plan for Allergic Reactions**. In this scenario "No". (An ASCIA Action Plan for Allergic Reactions is optional for non-severe allergies, as parents/carers may supply one of these plans to the school)
- Indicate if an **individual health care plan** has been developed for the student that covers this health condition. In this scenario "No".
- Record details about the health condition in the **"Note"** field
- Complete as much information about the health condition as possible. Enter detail accurately and record detail that has been provided to you as confirmed. Administrative notes can be recorded in the "Note" field.
- **Add prescribed medications** for this health condition as in Step 3 below or "Save"

Diagnosed by Doctor

The following selection screen is displayed when the health condition has been diagnosed by a doctor and the eye glass for "doctor?" has been clicked

Click on one of the doctors in the list to link to the health condition and display in the health condition panel.

After Save

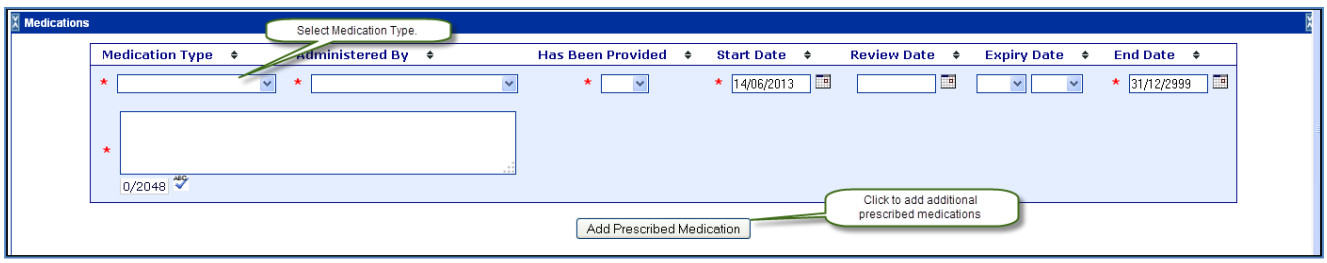

Flag indicating the student has one or more current health conditions. None of the health conditions are high risk or anaphylaxis
Family Details
Student Details
Others
Reg. His.
Search Again
Dossier Details: Health Condition
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Allergy- cow's milk 15/07/2013 31/12/2999 15/07/2013 No No No No
The newly added health condition - "Allergy- cow's milk" is included in the summary list
Cancel
Create
Health Detail
*Need : ALC - Allergy- cow's milk
*Start Date : 15/07/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? : Dr Smith Daytime Phone Number: 02 9999 9999
Has the student been hospitalised for this condition? : No
Allows removal of link to doctor
*Note :
Notes on the milk allergy.
26/2048
*Is this a Severe Allergy (Anaphylaxis)? : No
*Has an ASCIA Action Plan for Allergic Reactions been provided? : No
*Has an individual Health Care Plan covering this condition been developed? : No
Last update user and date are displayed after the record has been saved
Last Update Date : 15/07/2013
Updated by :
Medications
Click to add medications prescribed for the health condition
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

Step 3: Add prescribed medications for the health condition

Medications that have been prescribed for the health condition must be recorded. The student has been prescribed medication (not an adrenaline auto-injector). The administration method has not been determined.

- Click “Add Prescribed Medications”

Note: *Detail about prescribed medications including auto-injectors can be recorded before the medication is provided to the school. “Has Been Provided” is set to no and can be updated to “yes” when the medication is received by the school.*

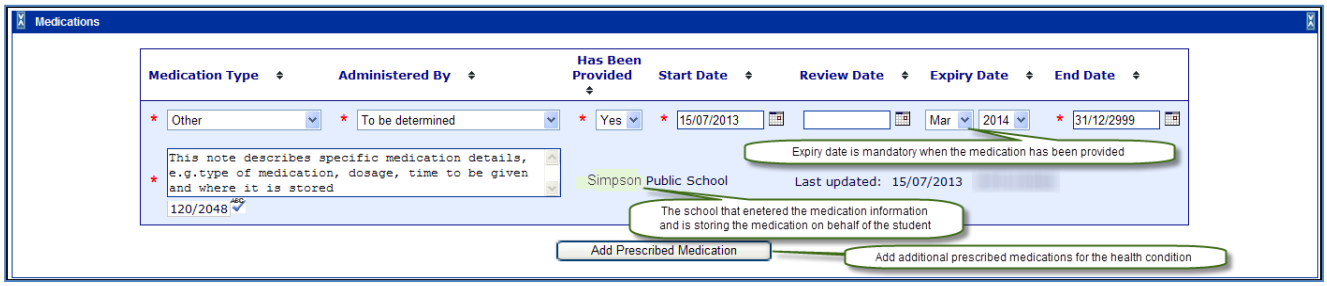


- **Medication Type**: Select “Other”
- **Administered By:** Select “To be determined”.

Compliance Note: This medication will appear on the compliance report until such time as the administration method is determined. (The administration method must be determined as one of the valid values - Emergency Medication, Administered with Supervision, Administered by Authorised Staff.)

- **Has Been Provided**: "Yes" is selected as the medication has been provided to the school.
- Enter the Start date (default to current), Review date (optional) and End date (default to 31/12/2999 indicating the medication is ongoing)
- **Expiry Date:** Expiry date of medication. This is the expiry date as detailed on the medication packaging.
- **Update date:** date the medication details were last updated, this is information is system generated when the information is saved and is read only.
- **Ownership:** The school that has entered the information and is/will be storing the medication for the student.
  When the medication is "self administered" the school owner is "All Schools" as the information applies to all schools. This information is system generated and read only.
- **Note:** Free text field to enter student specific medication details. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given or where the medication is stored.
- Add additional prescribed medications for this health condition by repeating these actions in this step (Step 3) "save"

After Save

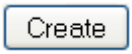


5.5 Scenario 5: Add a Health Condition – Non-Allergy - (High Risk)

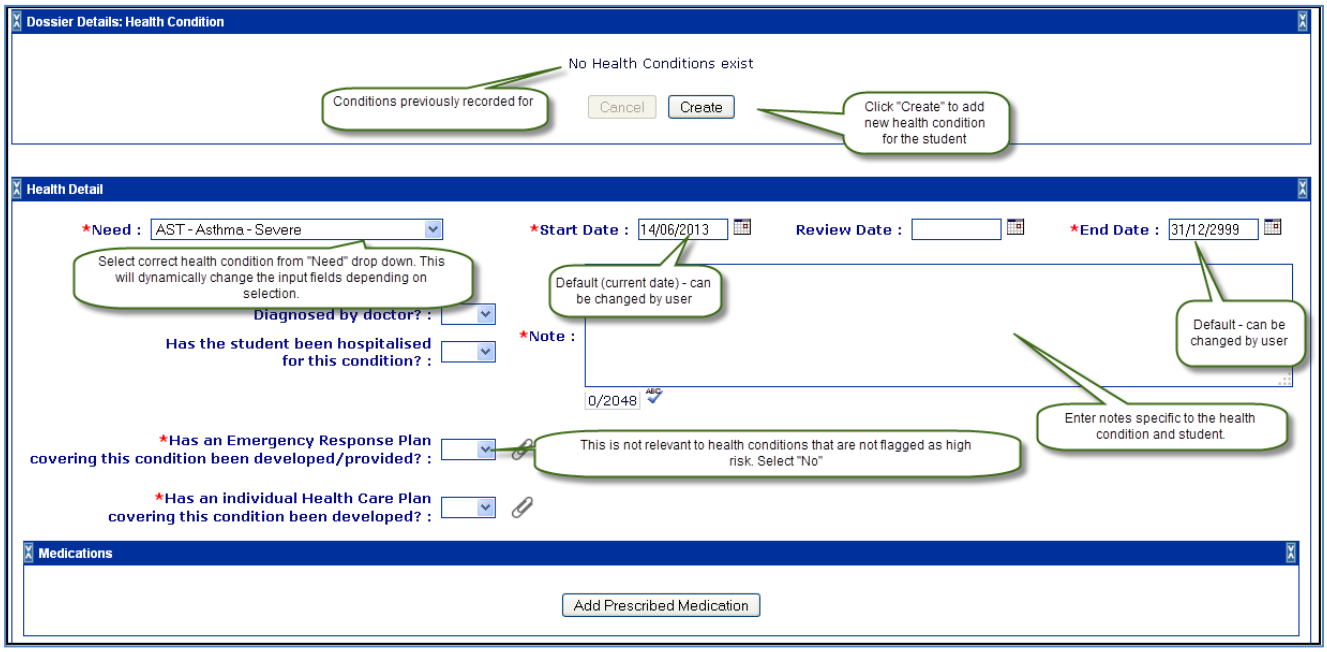
The school has been informed a student registered at their school has an existing health condition.
The student suffers from asthma. The information provided by the parent/carer indicates that the asthma is **severe.** The student has been prescribed asthma reliever medication which she carries on herself.
The health condition was diagnosed by a doctor and the school has been supplied with the doctor's details.
The student has never been hospitalised for this health condition.
The school has developed an emergency response plan and an individual health care plan. (Both an IHCP plan and an ERP plan are required for high risk health conditions)

(The sequence the health conditions are entered is not material. Health conditions can be entered in any order – Allergies and non-allergies in no particular pre-defined order)

Step 1: Access ERN Health Condition functionality as for Scenario 1

Click create 

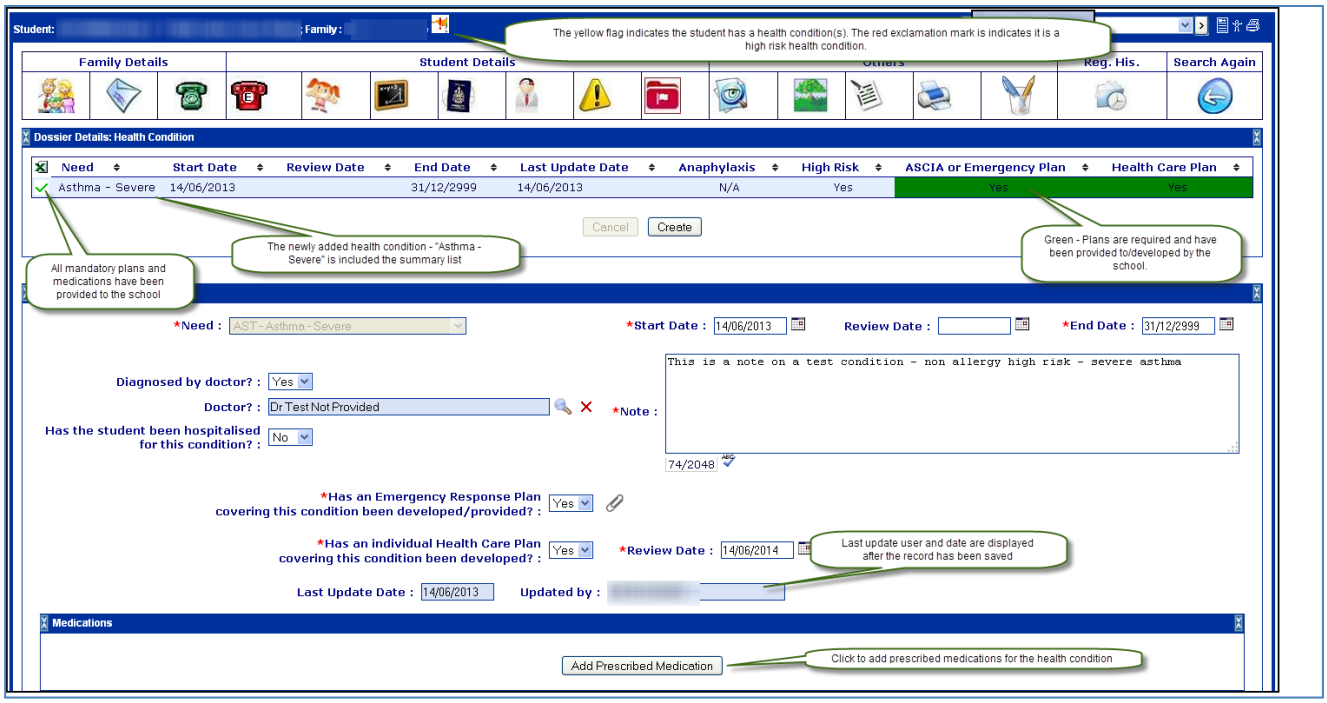
Step 2: Enter Health Condition Details – Non Allergy – High Risk


Dossier Details: Health Condition
No Health Conditions exist
Conditions previously recorded for
Cancel
Create
Click "Create" to add new health condition for the student
Health Detail
*Need :
AST - Asthma - Severe
*Start Date :
14/06/2013
Review Date :
*End Date :
31/12/2999
Select correct health condition from "Need" drop down. This will dynamically change the input fields depending on selection.
Default (current date) - can be changed by user
Default - can be changed by user
Diagnosed by doctor? :
Has the student been hospitalised for this condition? :
*Note :
0/2048
Enter notes specific to the health condition and student.
*Has an Emergency Response Plan covering this condition been developed/provided? :
This is not relevant to health conditions that are not flagged as high risk. Select "No"
*Has an individual Health Care Plan covering this condition been developed? :
Medications
Add Prescribed Medication

- **Need:** Select "Need" from drop down (Asthma - Severe). (There is an option of asthma and severe asthma. Please note that severe asthma requires an emergency response plan and individual health care plan to be developed for the student). This value must be selected correctly as once the health condition is saved the "Need" cannot be changed.
- Enter the **Start date**(default to current, this is usually the date the school was informed of the health condition), **Review date** (optional) and **End date** (default to 31/12/2999 indicating the health condition is ongoing)
- Record that the health condition has been **diagnosed by a doctor**.

- If the health condition has been diagnosed by a doctor it is optional to select a doctor to link to the health condition. (usually the diagnosing or treating **doctor**).
- The students asthma condition is high risk. Therefore both an **emergency response plan** and an **IHCP** are required for the student.
- Complete as much information about the health condition as possible. Enter detail accurately and record detail that has been provided to you as confirmed. Administrative notes can be recorded in the “Note” field.
- **Add Prescribed Medications** for this health condition as in Step 3 below or “Save”

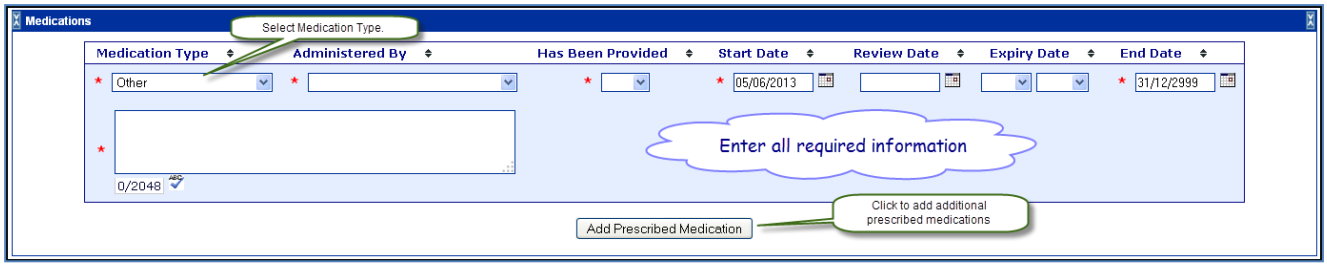
After Save



Step 3: Add Prescribed Medications for the health condition

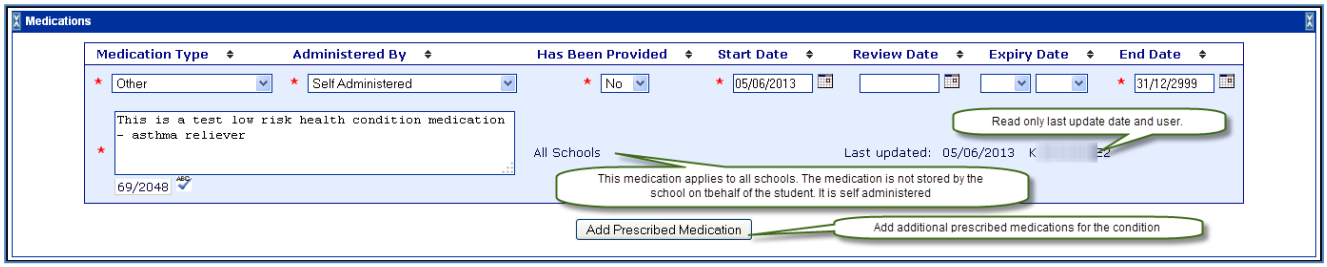
Any medications that have been prescribed for the health condition must be recorded. Reliever medication has been prescribed and it has been agreed that the student will carry their medication and self-administer.

- Click “Add Prescribed Medications”



- **Medication Type**: Select “Other”
- **Administered By:** Select “Self Administered” from the drop down. The asthma reliever is kept by the student and self administered.
- **Has Been Provided**: Default to “No” when self administered. The asthma reliever is kept by the student.
- Enter the Start date (default to current), Review date (optional) and End date (default to 31/12/2999 indicating the medication is ongoing)
- **Expiry Date:** This is not applicable for medications not provided to the school.
- **Update date:** date the medication details were last updated, this is information is system generated when the information is saved and is read only.
- **Ownership:** The school that has entered the information and is/will be storing the medication for the student. When the medication is **“self administered”** the school owner is **“All Schools”** as the information applies to all schools. This information is system generated and read only.
- **Note:** Free text field to enter student specific medication details. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given or where the medication is stored.
- Add additional prescribed medications for this health condition by repeating these actions in this step (Step 3) “Save”

After Save



5.6 Scenario 6: Editing an Existing Health Condition

Student has a previously recorded health conditions. The health condition **Allergy – fish** requires updates.

- Previously recorded information

  Allergy –fish - anaphylactic condition. Not compliant.
  No auto injector provided and no IHCP developed by the school.
  The ASCIA Action Plan for Anaphylaxis has previously been provided to the school and has been recorded against the health condition.

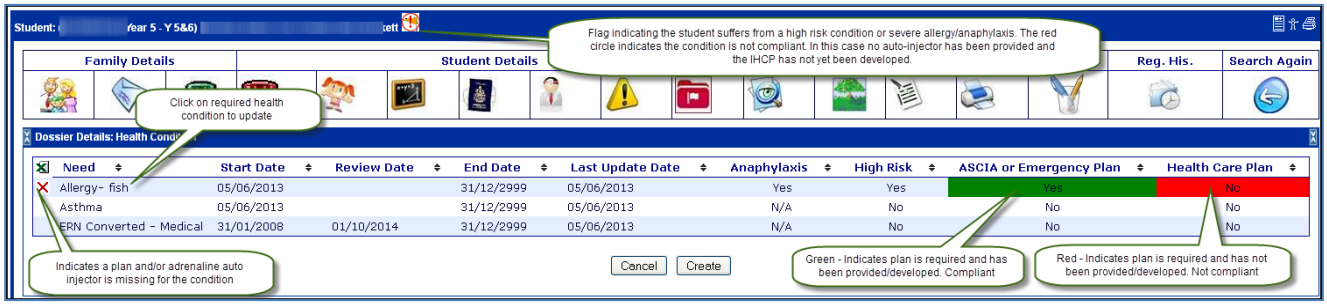
  Note: Both an IHCP plan and an ASCIA Action Plan for Anaphylaxis are required for severe allergies.

- Updates Required

  The following information is required to be recorded against the Allergy to fish:
  - The school has now developed an IHCP covering the **allergy to fish**
  - An adrenaline auto-injector has been provided to the school. The expiry date of the auto-injector is June/2018

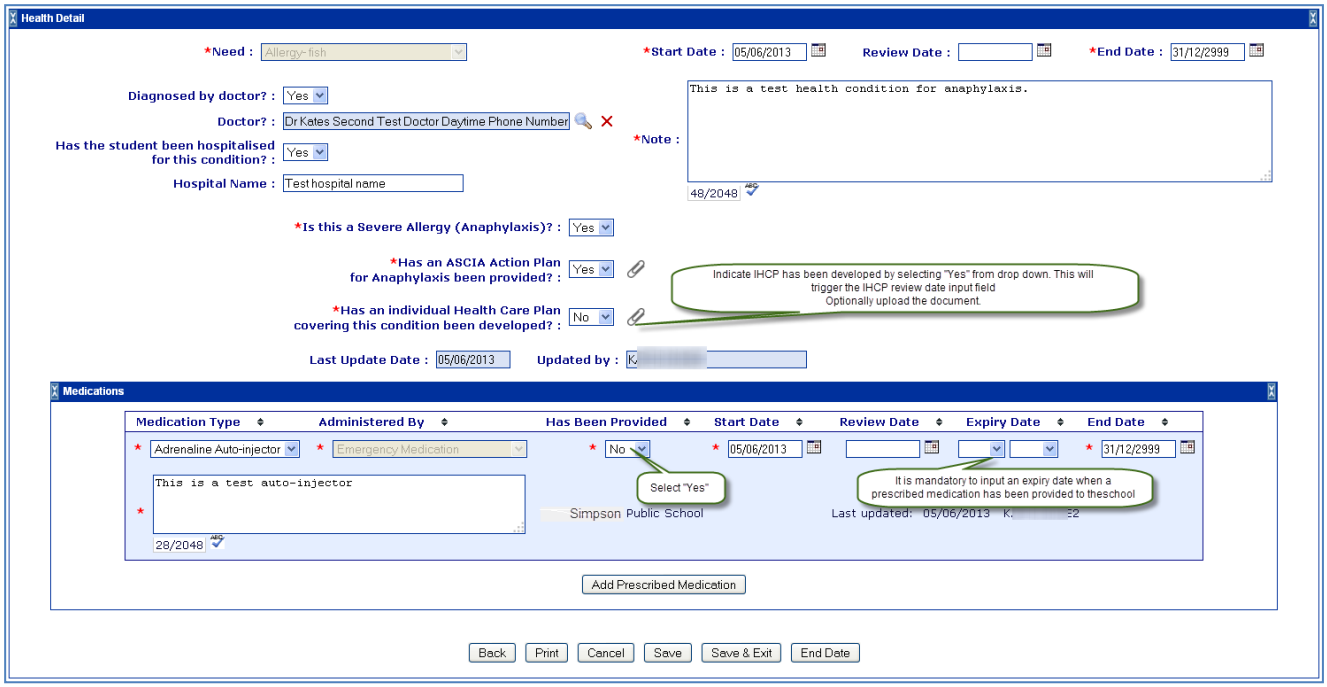
Step 1: Access ERN Health Condition functionality as for Scenario 1

Step 2: Select the Health condition requiring update from the Summary list


Flag indicating the student suffers from a high risk condition or severe allergy/anaphylaxis. The red circle indicates the condition is not compliant. In this case no auto-injector has been provided and the IHCP has not yet been developed.
Family Details
Student Details
Reg. His.
Search Again
Click on required health condition to update
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Allergy- fish 05/06/2013 31/12/2999 05/06/2013 Yes Yes Yes No
Asthma 05/06/2013 31/12/2999 05/06/2013 N/A No No No
ERN Converted - Medical 31/01/2008 01/10/2014 31/12/2999 05/06/2013 N/A No No No
Indicates a plan and/or adrenaline auto injector is missing for the condition
Cancel
Create
Green - Indicates plan is required and has been provided/developed. Compliant
Red - Indicates plan is required and has not been provided/developed. Not compliant

Select “Allergy-fish”

Step 3: Update required information


Health Detail
*Need : Allergy-fish
*Start Date : 05/06/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? : Dr Kates Second Test Doctor Daytime Phone Number
Has the student been hospitalised for this condition? : Yes
Hospital Name : Test hospital name
*Note : This is a test health condition for anaphylaxis.
48/2048
*Is this a Severe Allergy (Anaphylaxis)? : Yes
*Has an ASCIA Action Plan for Anaphylaxis been provided? : Yes
*Has an individual Health Care Plan covering this condition been developed? : No
Indicate IHCP has been developed by selecting "Yes" from drop down. This will trigger the IHCP review date input field
Optionally upload the document.
Last Update Date : 05/06/2013
Updated by :
Medications
Medication Type
Administered By
Has Been Provided
Start Date
Review Date
Expiry Date
End Date
Adrenaline Auto-injector
Emergency Medication
No
05/06/2013
31/12/2999
This is a test auto-injector
28/2048
Select "Yes"
It is mandatory to input an expiry date when a prescribed medication has been provided to theschool
Simpson Public School
Last updated: 05/06/2013
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

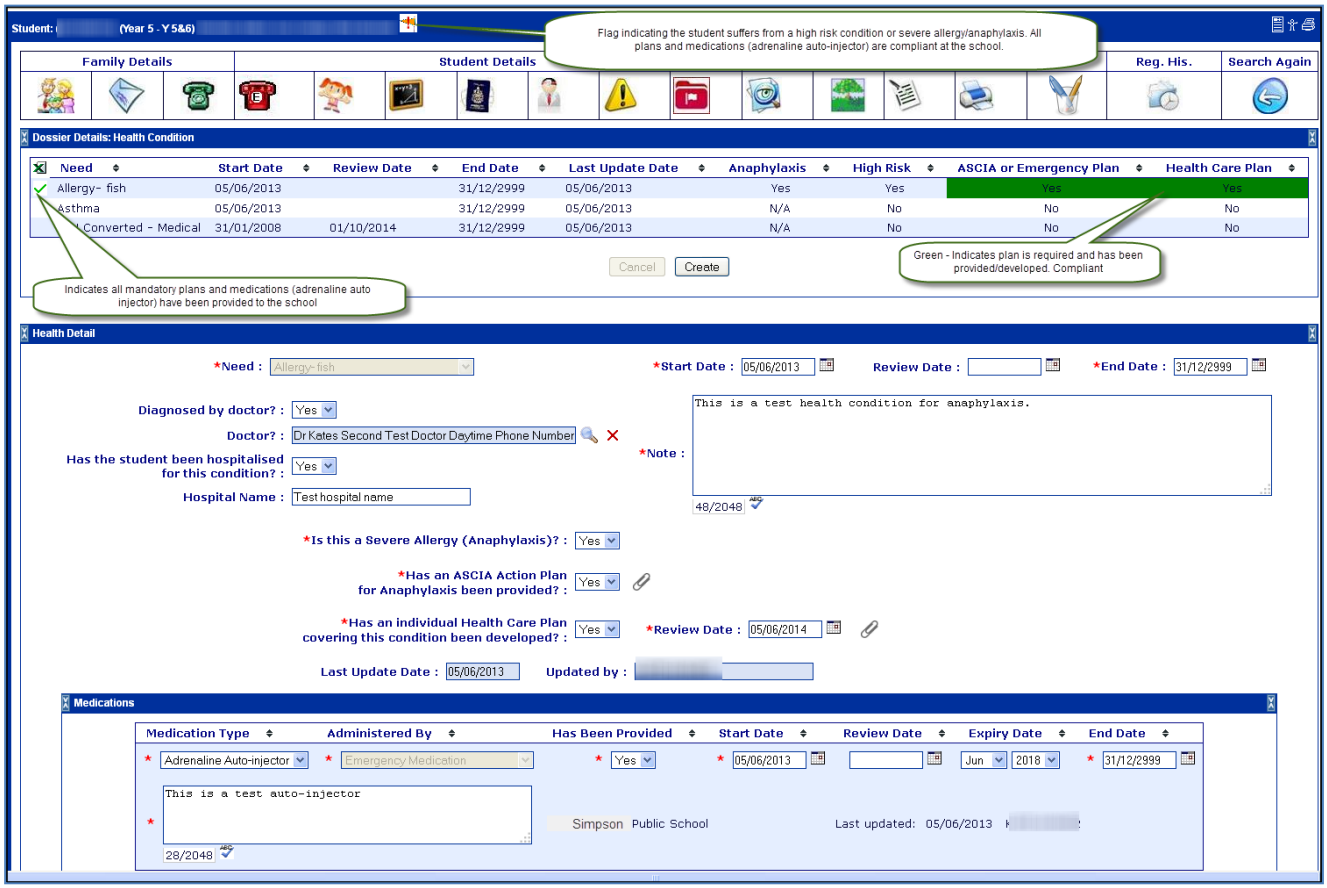
Update health condition

- Record the fact that an individual health care plan has been developed by the school – as per scenario. (An IHCP plan is required for severe allergies)
- The plan can optionally be **uploaded** using the paperclip icon. Refer to section Uploading a Plan
- **Review date:** A review date for the individual health care plan is mandatory and defaulted to 1 year in the future. This value can be changed.

Update medication

- **Has been Provided:** The adrenaline auto-injector has been provided to the school. Select “yes”.
- **Expiry date** of medication. This is the expiry date as detailed on the medication packaging. Format is month and year. Enter the June/2018
- Edit/Add the required information, when complete scroll down to bottom of the screen and “Save”.

After Save


Flag indicating the student suffers from a high risk condition or severe allergy/anaphylaxis. All plans and medications (adrenaline auto-injector) are compliant at the school.
Family Details
Student Details
Reg. His.
Search Again
Dossier Details: Health Condition
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Allergy- fish 05/06/2013 31/12/2999 05/06/2013 Yes Yes Yes Yes
Asthma 05/06/2013 31/12/2999 05/06/2013 N/A No No No
Converted - Medical 31/01/2008 01/10/2014 31/12/2999 05/06/2013 N/A No No No
Cancel
Create
Indicates all mandatory plans and medications (adrenaline auto injector) have been provided to the school
Green - Indicates plan is required and has been provided/developed. Compliant
Health Detail
*Need : Allergy- fish
*Start Date : 05/06/2013
Review Date :
*End Date : 31/12/2999
Diagnosed by doctor? : Yes
Doctor? : Dr Kates Second Test Doctor Daytime Phone Number
Has the student been hospitalised for this condition? : Yes
Hospital Name : Test hospital name
*Note : This is a test health condition for anaphylaxis.
48/2048
*Is this a Severe Allergy (Anaphylaxis)? : Yes
*Has an ASCIA Action Plan for Anaphylaxis been provided? : Yes
*Has an individual Health Care Plan covering this condition been developed? : Yes
*Review Date : 05/06/2014
Last Update Date : 05/06/2013
Updated by :
Medications
Medication Type
Administered By
Has Been Provided
Start Date
Review Date
Expiry Date
End Date
Adrenaline Auto-injector
Emergency Medication
Yes
05/06/2013
Jun
2018
31/12/2999
This is a test auto-injector
28/2048
Simpson Public School
Last updated: 05/06/2013

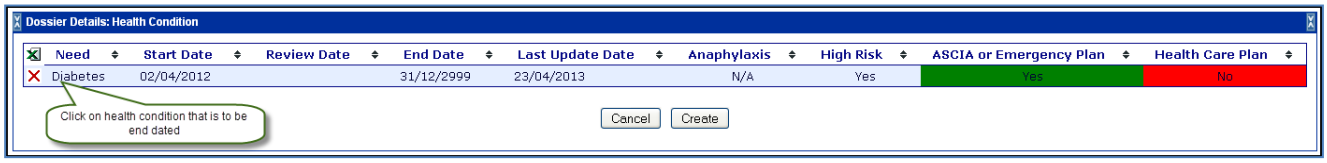
5.7 Scenario 7: End Date a Health Condition

The school is required to end date a health condition. This could occur for a number of reasons including:

- The health condition was temporary and is no longer relevant.
- The health condition information was entered in error
  - The incorrect “need” was selected. This information cannot be changed and therefore the record must be deleted (end dated) before re-adding the correct information. (Example “Asthma” was selected when “Asthma – severe” should have been selected)
  - The record was entered against the wrong student.

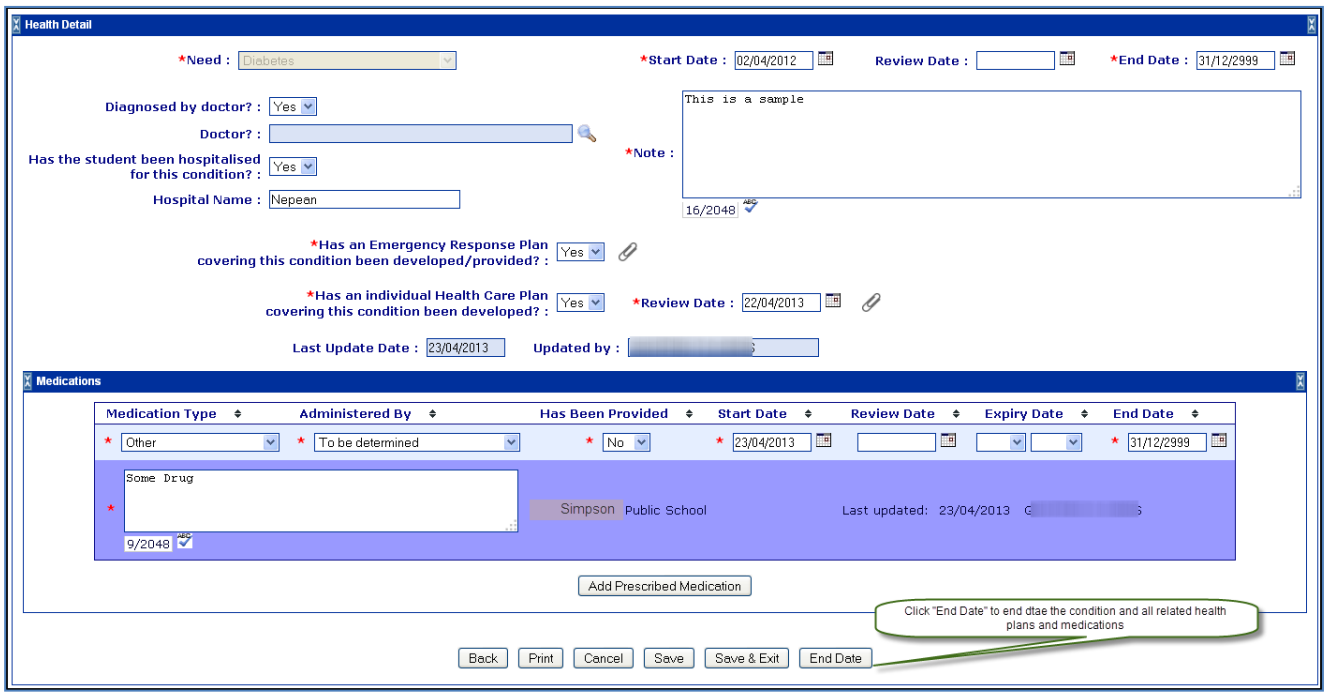
Step 1: Access ERN Health Condition functionality as for Scenario 1

Step 2: Select the Health Condition from the Summary list



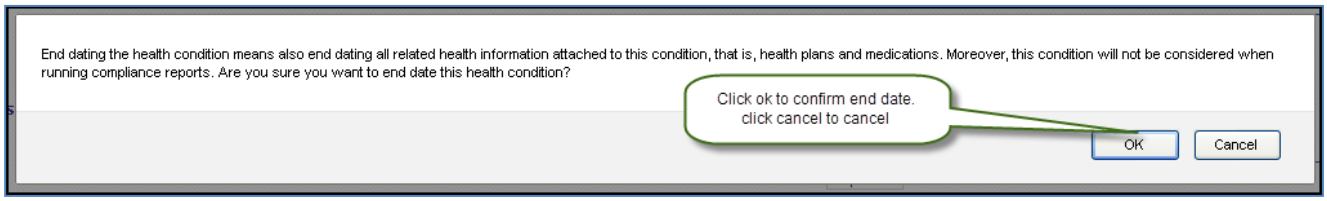
Step 3: End Date the Health Condition

Clicking on “End Date” will end date the health condition and all related health information that is attached to it. That is the health plans and medications. This health condition will not be considered when running compliance reporting. If the student is shared, this will affect all shared schools.
The end date is set at today’s date.



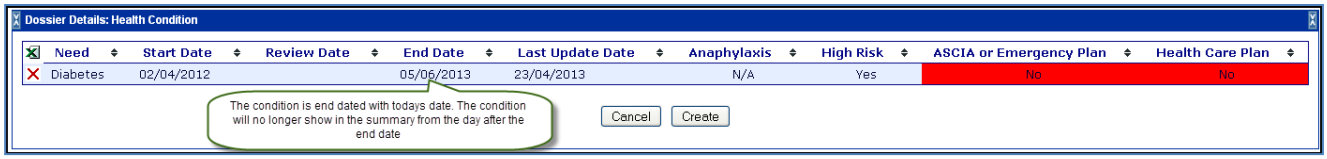
Confirmation

The user is required to confirm end dating the health condition.


End dating the health condition means also end dating all related health information attached to this condition, that is, health plans and medications. Moreover, this condition will not be considered when running compliance reports. Are you sure you want to end date this health condition?
Click ok to confirm end date. click cancel to cancel
OK
Cancel

After Save

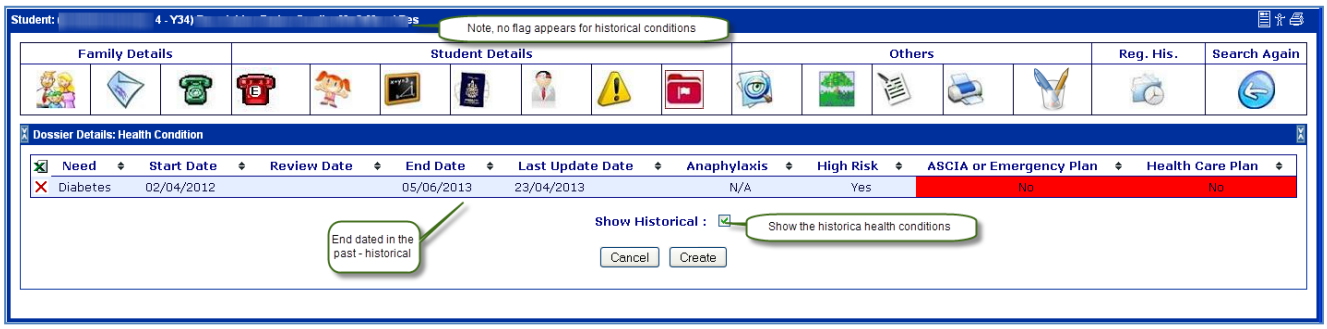
The end date is set as current date and the health condition will continue to show in the summary list until the end date is in the past.



The end date is in the past

When the end date is in the past a health condition will no longer appear in the summary list. Show historical will appear when conditions exist that are end dated in the past.

Dossier Details: Health Condition
No Health Conditions exist
Show Historical :
Conditions exist that have been end dated. Ticking the box will include the historical conditions in the summary list
Cancel
Create



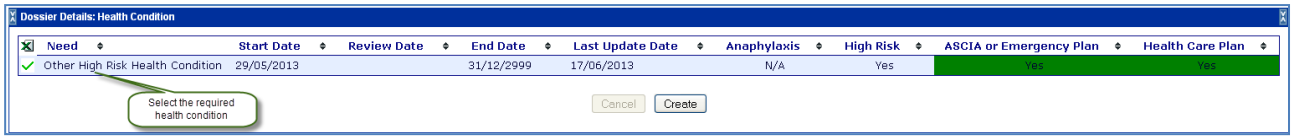
5.8 Scenario 8: End Date a Medication

The school is required to end date a medication. This could occur for a number of reasons:

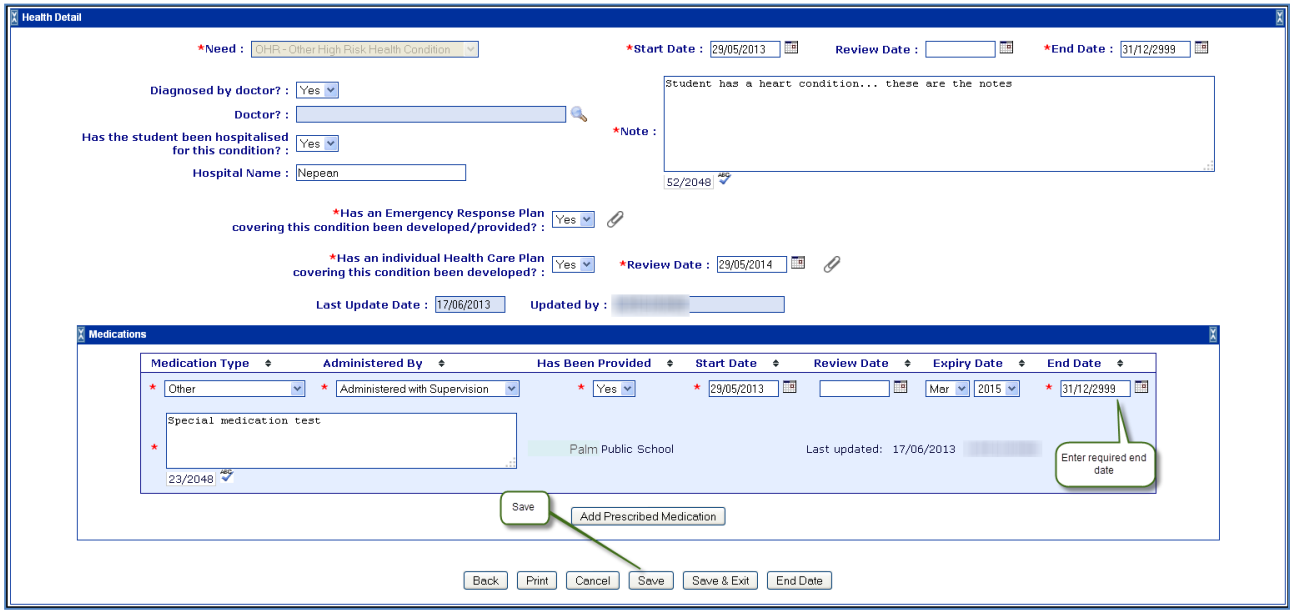
- The medication has been entered in error and is required to be end dated.
- The medication was entered against the wrong health condition.
- The medication has run out/has been consumed.
- The parent/carer has advised that the medication is no longer being used to treat the condition.
- The medication has expired.

Step 1: Access ERN Health Condition functionality as for Scenario 1

Step 2: Select the Health Condition requiring update from the Summary list

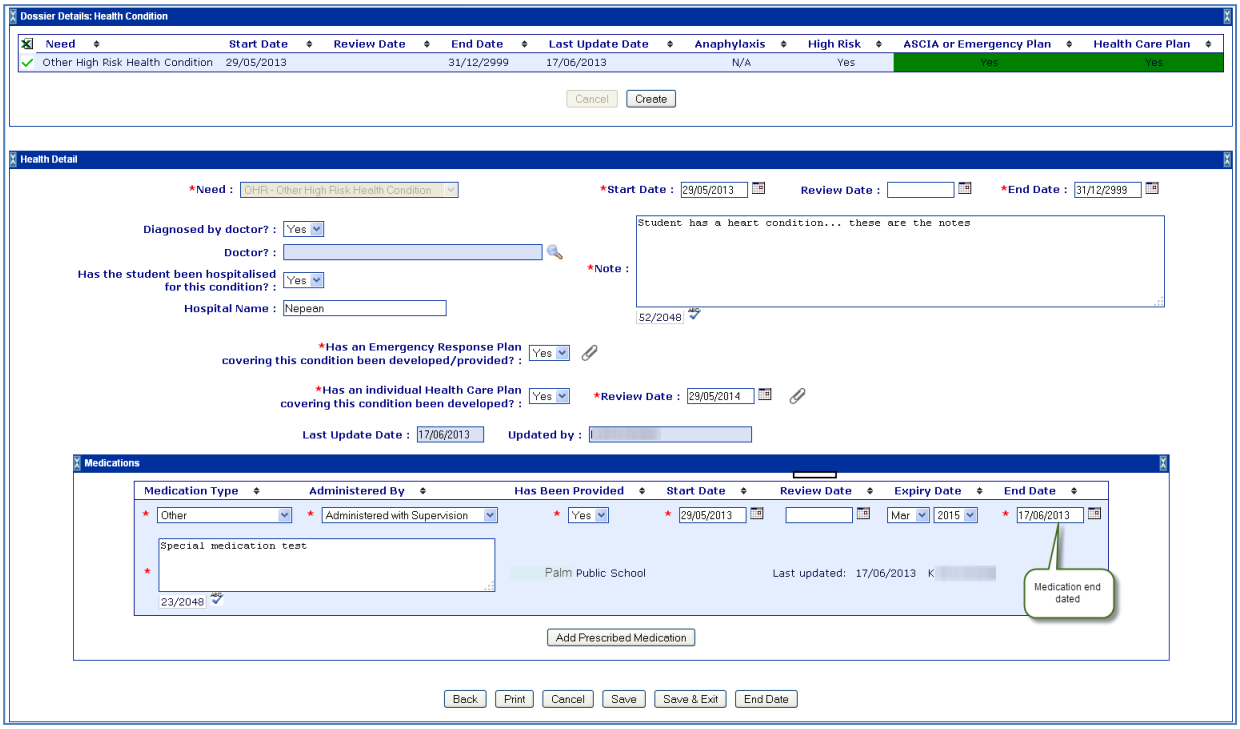


Step 3: End date the medication



Enter the required end date and “Save”

After Save


Dossier Details: Health Condition
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Other High Risk Health Condition
29/05/2013
31/12/2999
17/06/2013
N/A
Yes
Yes
Yes
Cancel
Create
Health Detail
*Need :
OHR - Other High Risk Health Condition
*Start Date :
29/05/2013
Review Date :
*End Date :
31/12/2999
Diagnosed by doctor? :
Yes
Doctor? :
Has the student been hospitalised for this condition? :
Yes
Hospital Name :
Nepean
*Note :
Student has a heart condition... these are the notes
52/2048
*Has an Emergency Response Plan covering this condition been developed/provided? :
Yes
*Has an individual Health Care Plan covering this condition been developed? :
Yes
*Review Date :
29/05/2014
Last Update Date :
17/06/2013
Updated by :
Medications
Medication Type
Administered By
Has Been Provided
Start Date
Review Date
Expiry Date
End Date
Other
Administered with Supervision
Yes
29/05/2013
Mar
2015
17/06/2013
Special medication test
23/2048
Palm Public School
Last updated: 17/06/2013
Medication end dated
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

5.9 Scenario 9: Update/Cleanup ERN Converted Health Condition

A student had health conditions previously recorded in ERN. (Prior to new functionality and new health condition format.)
The student had:

- One medical dossier for Asthma.
- One medication dossier for Flixotide.

These two student dossiers have been converted to the new format.
The conversion resulted in:

- One health condition record for the **need** "ERN Converted – Medical"
- One health condition record for the **need** "ERN Converted – Medication"

These two health condition records need to be reviewed and updated manually.
On review it is established that the asthma is not severe and the Flixotide is self administered.

No individual health care plan has been developed by the school, and this is not required for a non high risk condition.
The condition has been diagnosed by a doctor but details of the treating doctor have not been given.
The student has never been hospitalised for this condition.

The "ERN Converted – Medication" should be entered as a prescribed medication linked to the appropriate health condition, in this case the Asthma. This prescribed medication is added as a new entry against the "Asthma" health condition
Once the information of the prescribed medication has been recorded against the appropriate health condition, the "ERN Converted – Medication" should be end dated.

Note: ***Previously medications were not linked to health conditions***.

Health Condition Conversion

Health conditions previously recorded in ERN old format have been converted to the new health condition format.
These converted health conditions must be reviewed and updated accordingly.

Historical ERN Student Dossier type Symbol	Need
Medical	ERN Converted - Medical
Allergy	ERN Converted – Allergy
Medication	ERN Converted - Medication

Clean Up Summary:

Previously entered, converted, information for “Medical” and “Allergies should be:

- Reviewed
- Updated according to review

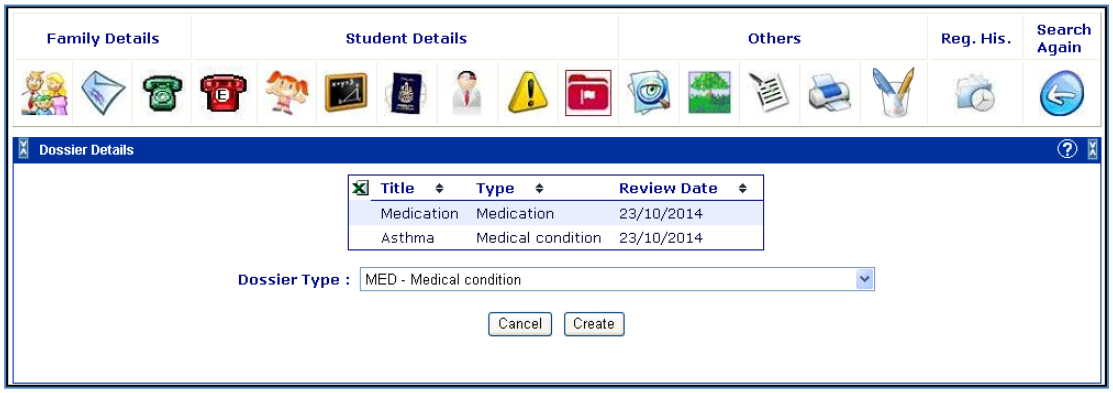
.

Previously entered, converted information for “Medications” should be:

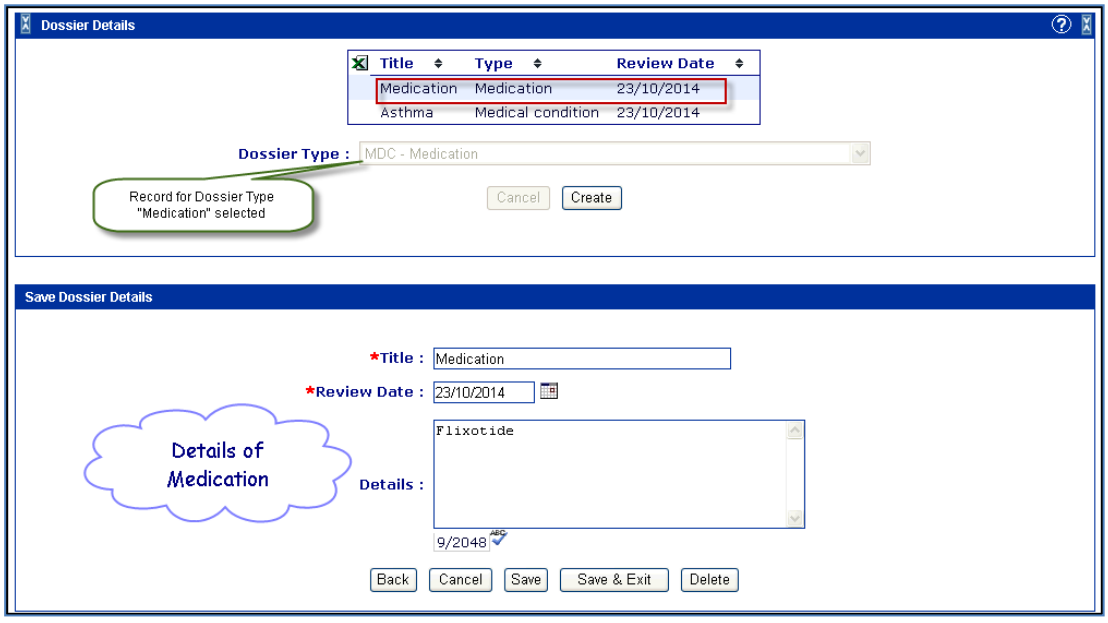
- Reviewed
- Enter the details of the prescribed medication against the applicable health condition as new entries. (Link to relevant health condition)
- End date the converted medication health condition. (this can be viewed as historical)

Screens Before Conversion:

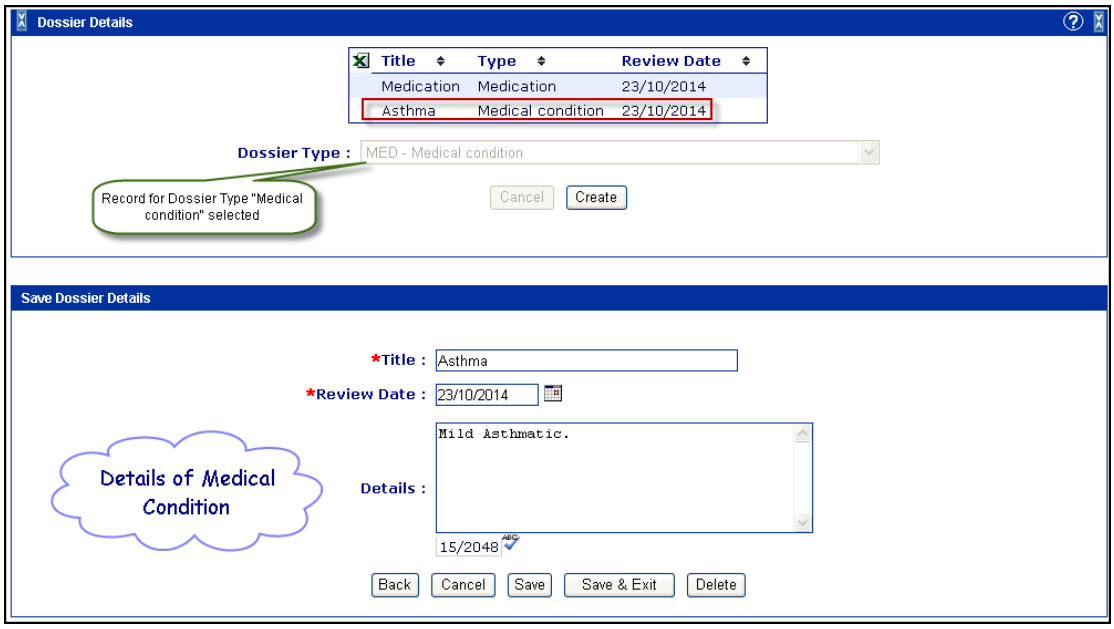
Dossier Details Screen



Details of Medication

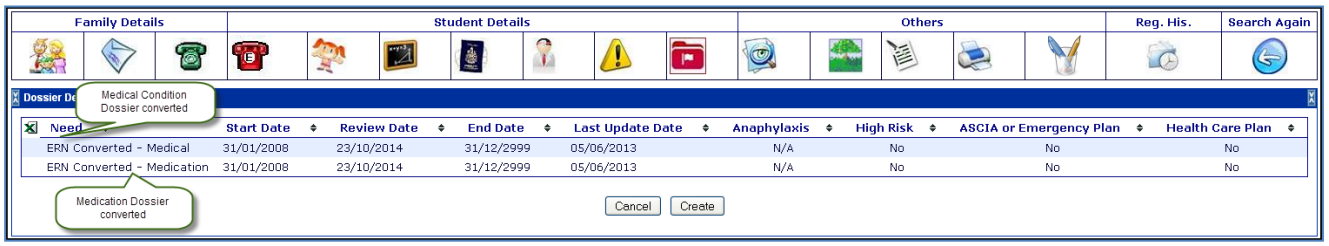


Details of Medical Condition

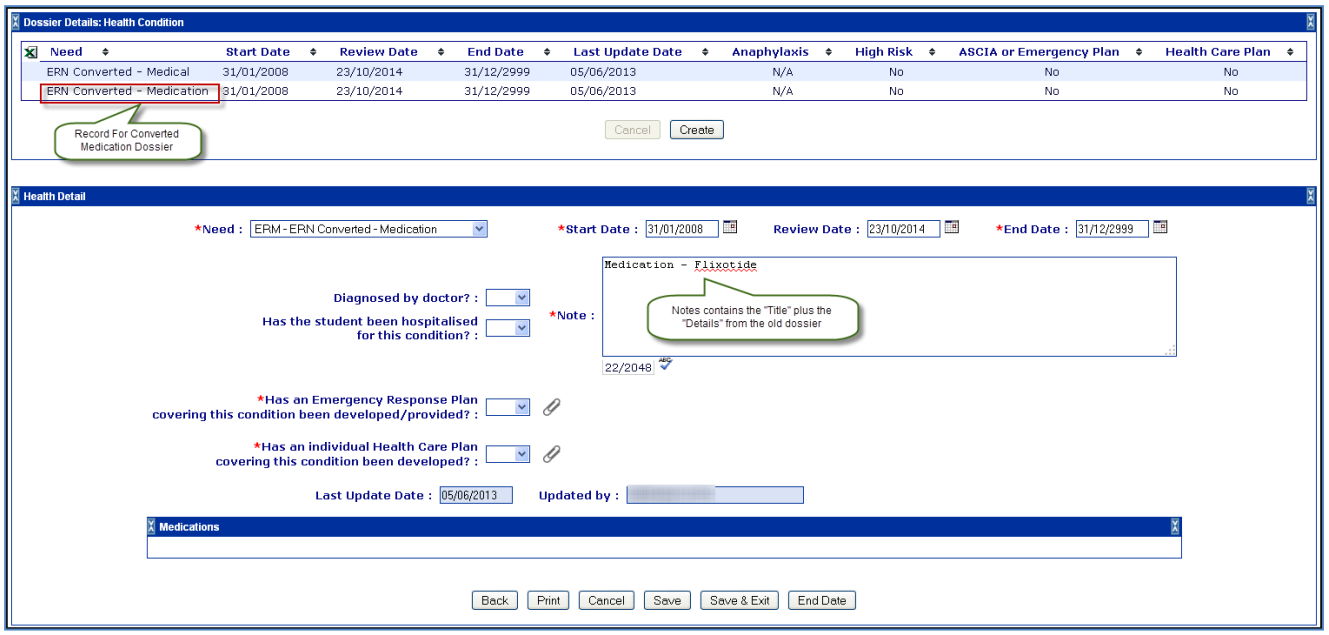


Screens after Conversion:

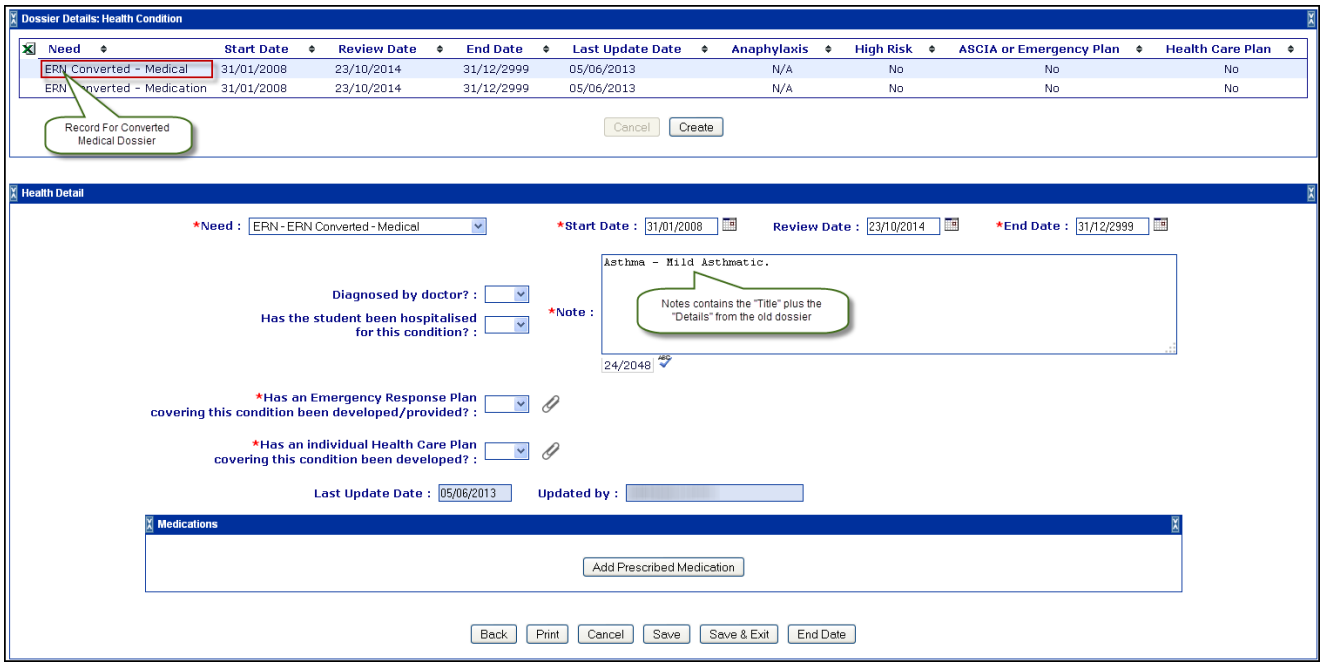
Dossier Details: Health Condition Screen



Health Detail – Detail of Converted Medication



Health Detail – Detail of Converted Medical



Steps to Clean Up Information:

Step 1: Run the Dynamic Medical Report for all converted health conditions and medications

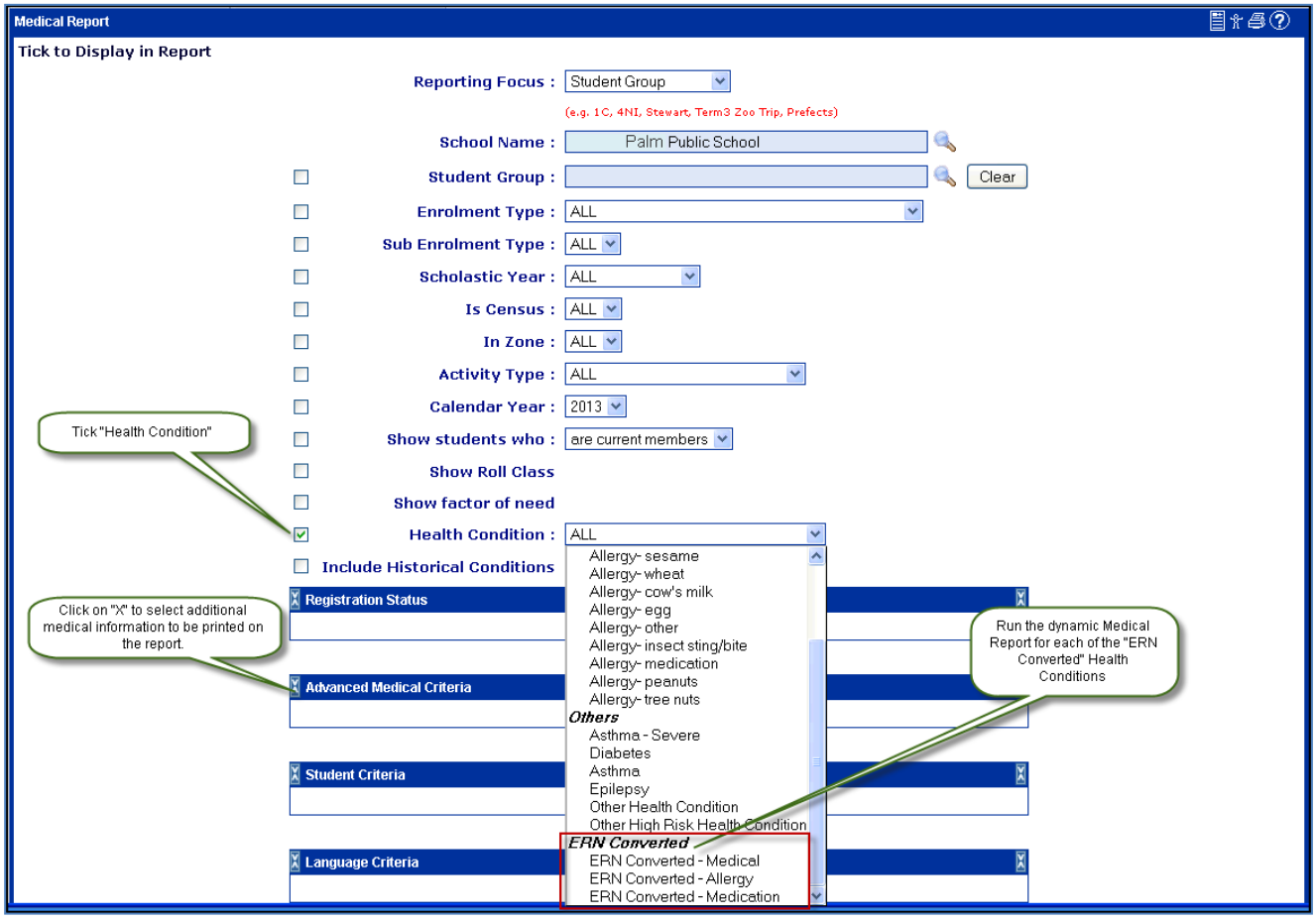
To identify which records have been converted and require cleanup the **dynamic medical** report should be run.

- Navigate to the ERN menu option **Reports**
- Select the **Dynamic Reports** tab
- Select the **Medical Report** tab
- Select Health Condition ERN Converted – Medical and run the report
- Select Health Condition ERN Converted – Allergy and run the report
- Select Health Condition ERN Converted – Medication and run the report

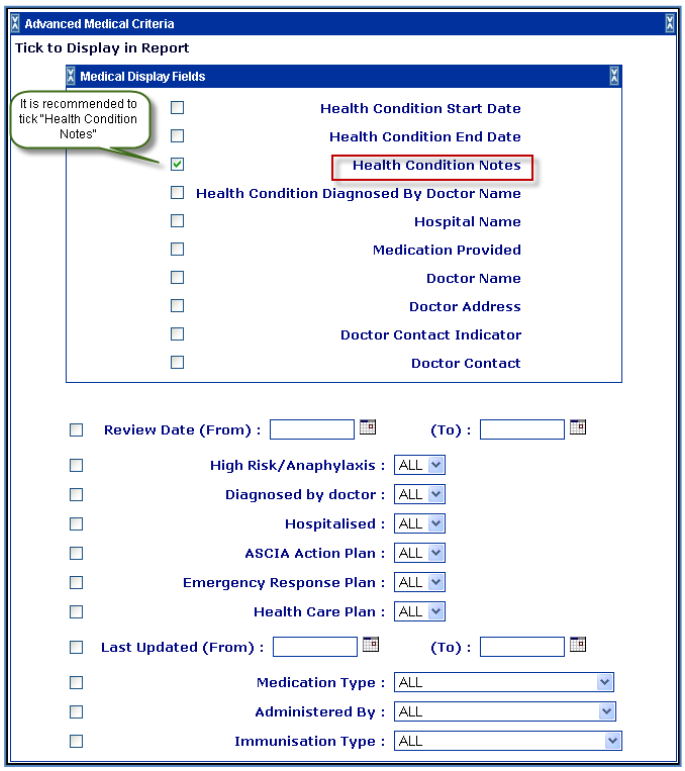
ERN Medical Converted Report

Step 1.1 Select the Health Condition – ERN Converted Medical – from the drop list

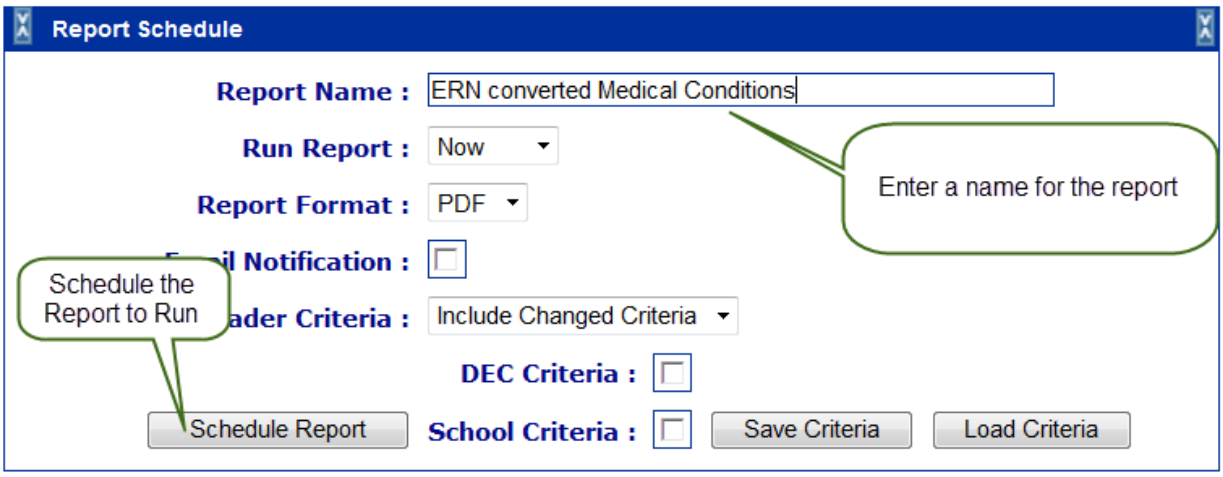
Tick the Health Condition so it is displayed on the Dynamic Report.



Step 1.2 Expand the Advance Medical Criteria selection by clicking
Step 1.3 Expand the Medical Display Fields selection box by clicking
Step 1.4 Tick health condition notes.



Step 1.5 Enter a name for the Report - ERN converted Medical Conditions
Step 1.6 Schedule the Report



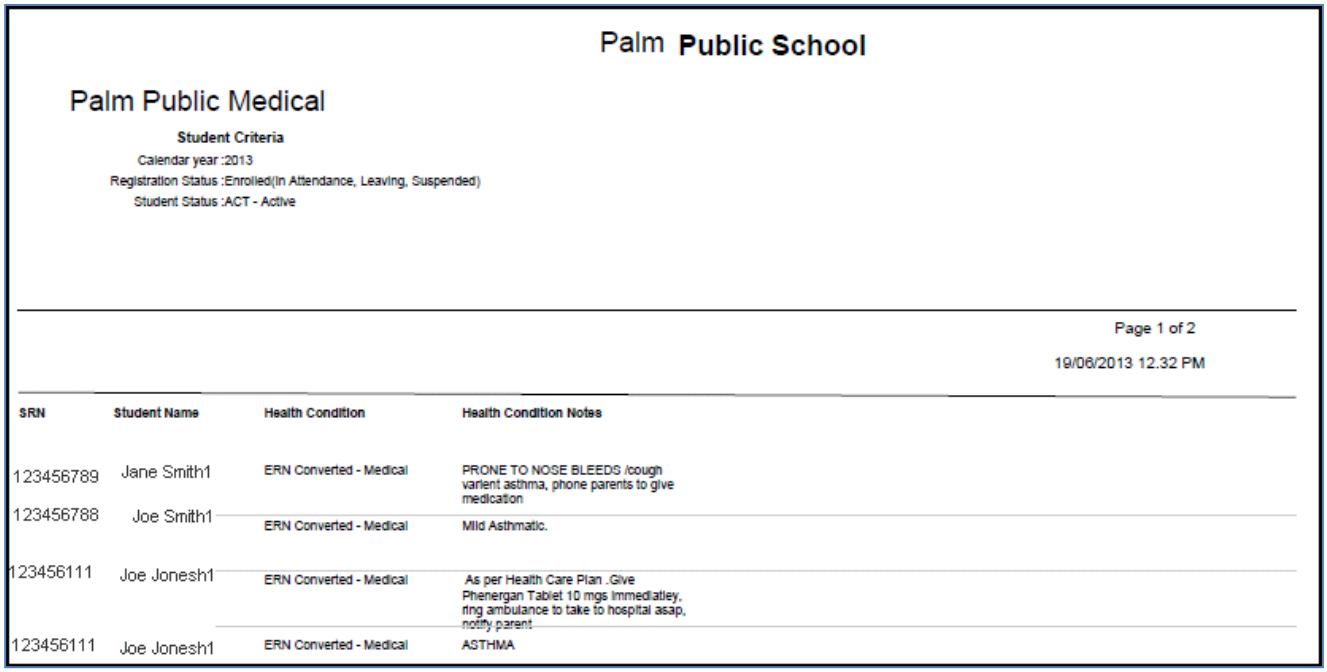
Repeat the process to run the reports for

- ERN Converted – Allergy
- ERN Converted – Medication

Step 2: Review the report

Review the reports and determine what information needs to be updated for the student. In some circumstances this may require the parent/carer to be contacted for additional information.

Example of report for Health Condition – “ERN Converted Medical”



Palm **Public School**

Palm Public Medical

Student Criteria

Calendar year :2013
Registration Status :Enrolled(In Attendance, Leaving, Suspended)
Student Status :ACT - Active

Page 1 of 2

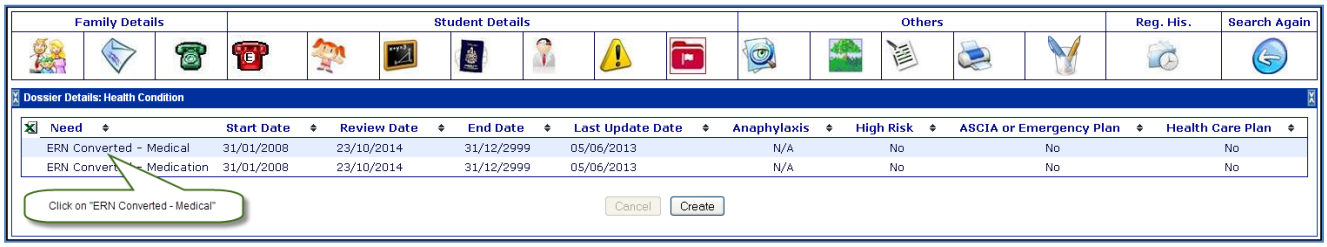
19/06/2013 12.32 PM

SRN	Student Name	Health Condition	Health Condition Notes
123456789	Jane Smith1	ERN Converted - Medical	PRONE TO NOSE BLEEDS /cough varient asthma, phone parents to give medication
123456788	Joe Smith1	ERN Converted - Medical	Mild Asthmatic.
123456111	Joe Jonesh1	ERN Converted - Medical	As per Health Care Plan .Give Phenergan Tablet 10 mgs immediatley, ring ambulance to take to hospital asap, notify parent
123456111	Joe Jonesh1	ERN Converted - Medical	ASTHMA

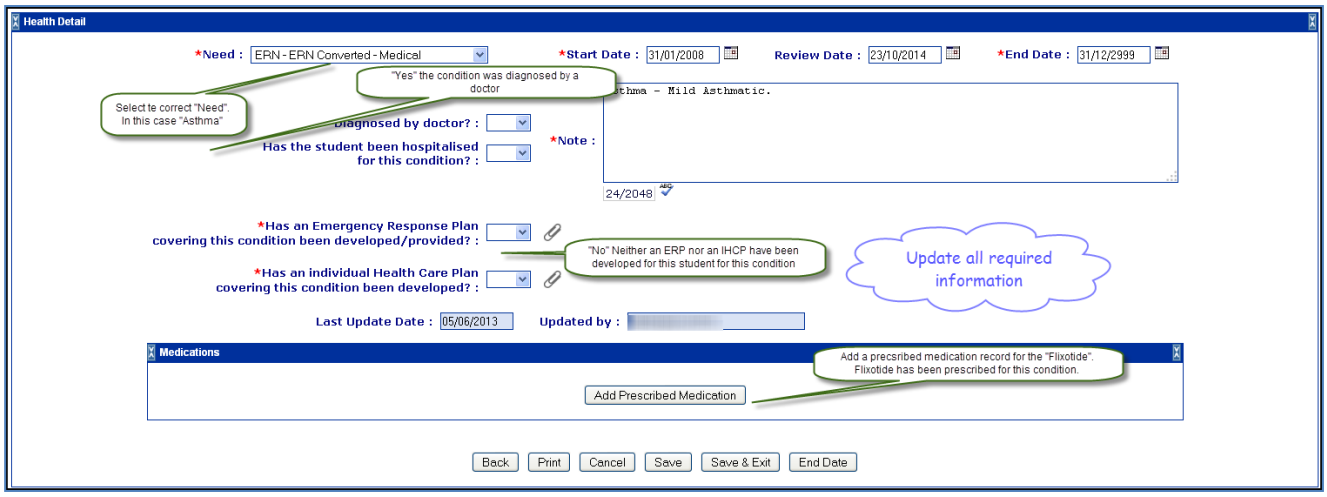
Step 3: Navigate to Student Enquiry for each student printed on the report

Step 4: Access ERN Health Condition functionality as for Scenario 1

Step 5: Select the Converted Health Condition from the Summary List (ERN Converted Medical)



Step 6: Update required information for the health condition

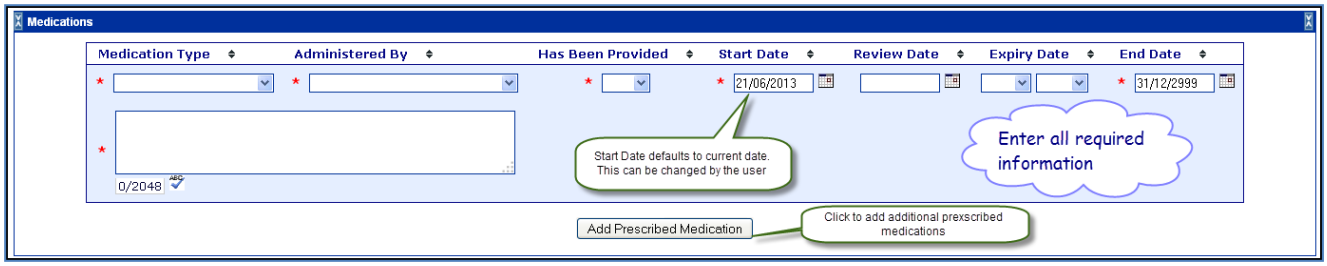

Health Detail
*Need : ERN - ERN Converted - Medical
*Start Date : 31/01/2008
Review Date : 23/10/2014
*End Date : 31/12/2999
Select te correct "Need". In this case "Asthma"
"Yes" the condition was diagnosed by a doctor
Has the student been hospitalised for this condition? :
*Note :
24/2048
*Has an Emergency Response Plan covering this condition been developed/provided? :
*Has an individual Health Care Plan covering this condition been developed? :
"No" Neither an ERP nor an IHCP have been developed for this student for this condition
Update all required information
Last Update Date : 05/06/2013
Updated by :
Medications
Add a precsribed medication record for the "Flixotide". Flixotide has been prescribed for this condition.
Add Prescribed Medication
Back
Print
Cancel
Save
Save & Exit
End Date

- Change the **"Need"** to the correct value. In this scenario – "Asthma".
  Note: It must be verified as to whether the need is "Asthma – Severe" or "Asthma". This cannot be changed after the record is saved. Asthma – Severe is classified as high risk and will invoke compliance validations. (An IHCP plan is and an ERP plan are required for severe asthma)
- Update all mandatory fields with newly reviewed information.

Step 7: Add Prescribed Medications for the health condition

Any medications that have been prescribed for the health condition must be recorded. Flixotide has been prescribed and is kept and administered by the student.

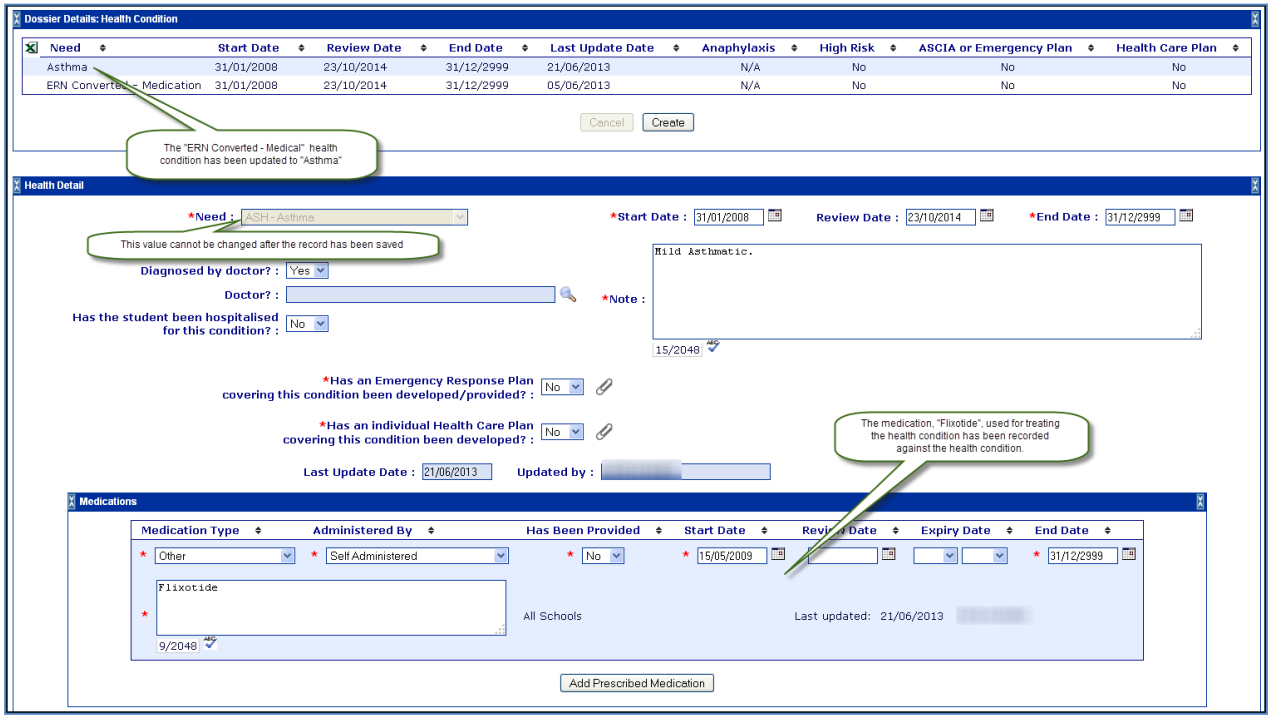
- Click "Add Prescribed Medications"



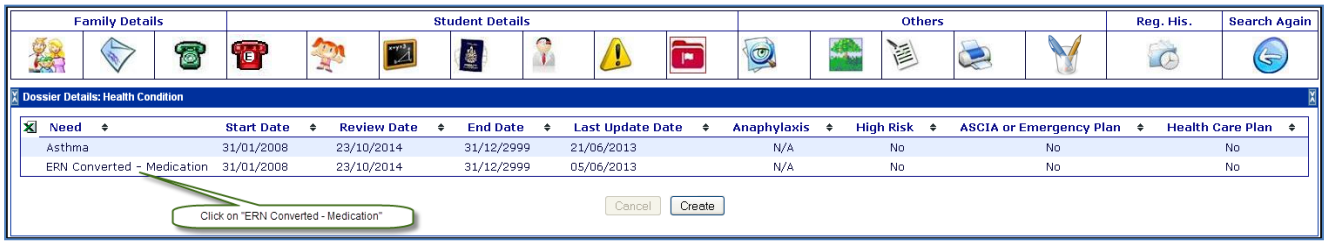
- **Medication Type**: Select "Other"
- **Administered By:** Select "Self Administered" from the drop down. The Flixotide kept by the student and self administered.
- **Has Been Provided**: Default to "No" when self administered.
- Enter the Start date (default to current), Review date (optional) and End date (default to 31/12/2999 indicating the medication is ongoing)
- **Expiry Date:** This is not applicable for medications not provided to the school.

- **Update date:** date the medication details were last updated, this is information is system generated when the information is saved and is read only.
- **Ownership:** The school that has entered the information and is/will be storing the medication for the student. When the medication is **"self administered"** the school owner is **"All Schools"** as the information applies to all schools. This information is system generated and read only.
- **Note:** Free text field to enter student specific medication details. Notes can be used to record information about the name/brand of the medication, any consumables required to administer the medication, type of medication, e.g. nasal spray, tablet and the dosage and time to be given.
- Edit/Add the required information, when complete scroll down to bottom of the screen and "Save".

After Save



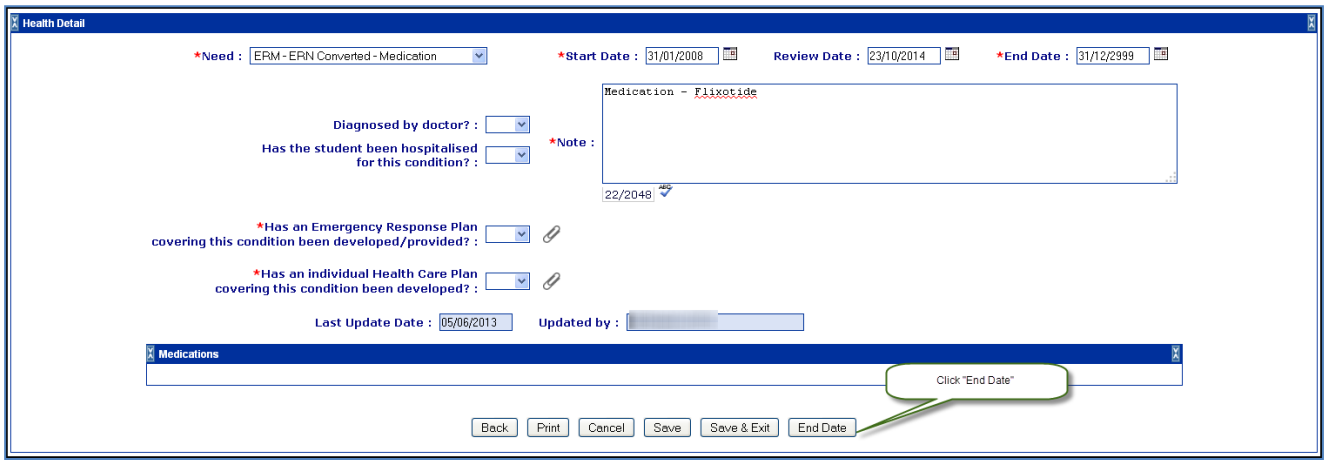
Step 8: Select the Converted Health Condition from the Summary List (ERN Converted - Medication)



Step 9: End Date the Converted Medication.

The student's health records have been updated with all required information. The medication has been entered against the relevant health condition.

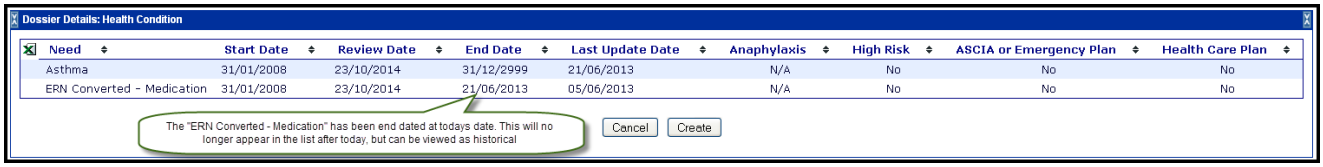
The converted medication should be end dated.
End date as per scenario Scenario 7: End Date a Health Condition



Click on "End Date"

After Save

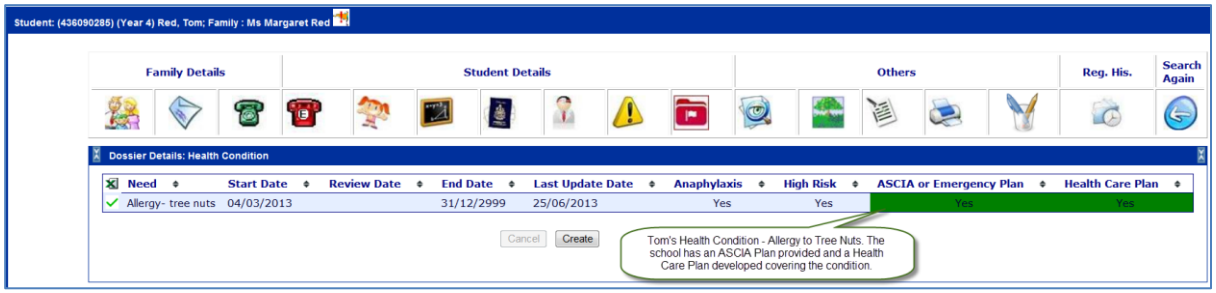
The end date is set as current date and the health condition will continue to show in the summary list until the end date is in the past.


Dossier Details: Health Condition
Need
Start Date
Review Date
End Date
Last Update Date
Anaphylaxis
High Risk
ASCIA or Emergency Plan
Health Care Plan
Asthma 31/01/2008 23/10/2014 31/12/2999 21/06/2013 N/A No No No
ERN Converted - Medication 31/01/2008 23/10/2014 21/06/2013 05/06/2013 N/A No No No
The "ERN Converted - Medication" has been end dated at todays date. This will no longer appear in the list after today, but can be viewed as historical
Cancel
Create

5.10 Scenario 10: Shared Student – Allergy (Severe/Anaphylaxis)

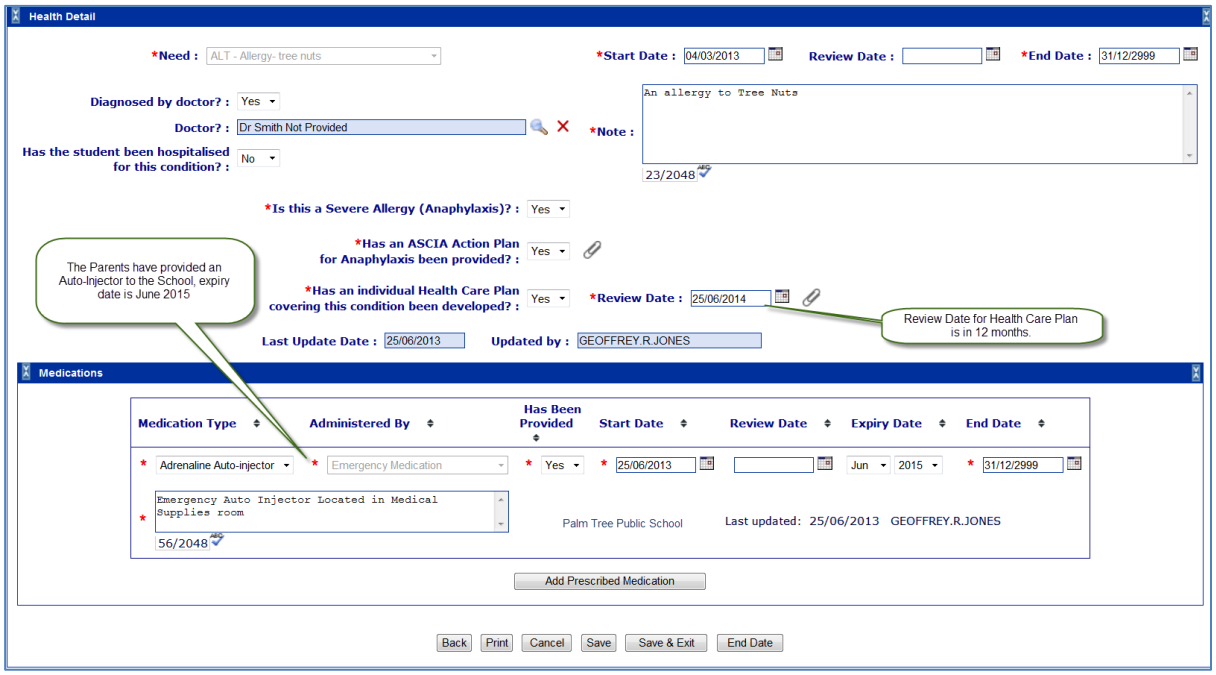
Tom Red attends Palm Tree Public School and has a severe allergy to Tree Nuts. Tom's parents have provided the staff at the school an ASCIA Action Plan for Anaphylaxis and an Auto Injector with an expiry date of June 2015.
Tom was diagnosed by his family doctor, Dr Smith.
Tom has never been hospitalised.

Tom's information relating to his health condition is recorded in ERN and is displayed below.

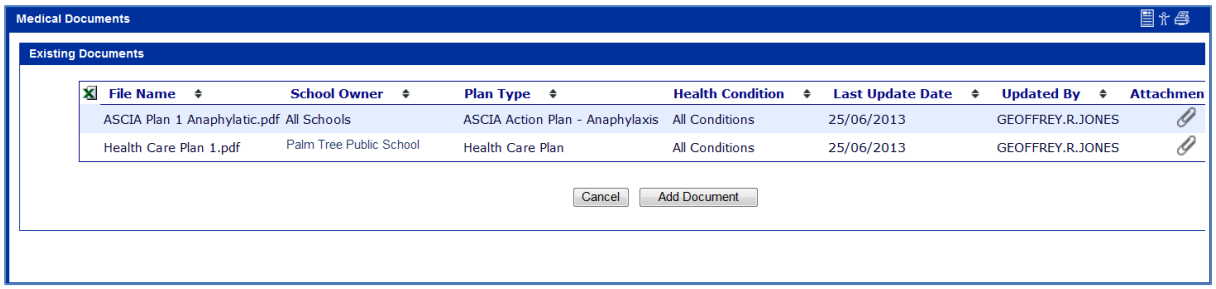


Note: The summary screen shows that this condition is compliant for all the required documentation and medications.

The expanded Health Care panel displays all the relevant information captured for the condition:-



Selecting the will display a list of the plans that have been uploaded:-



Note: The ASCIA plan is for all schools and applies to all health conditions.
The Health Care Plan is school specific and is owned by Palm Tree Public School and also covers all health conditions.

In Student Enquiry at Palm Tree Public School the health care flag indicates that Tom has a high risk health condition and is compliant with all plans and medications.

Sharing to another School

Tom needs to attend Simpson Public School one afternoon a week for the remainder of the school year for a special curriculum activity.

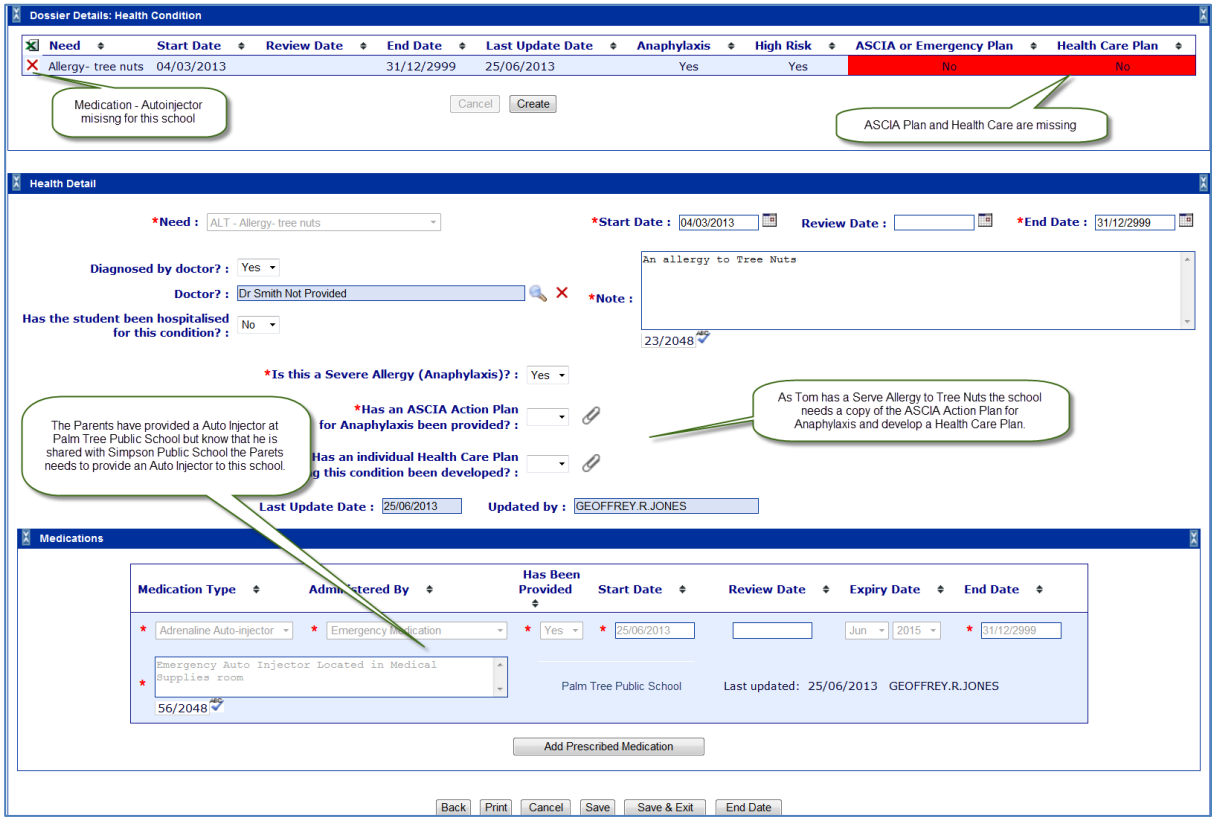
Staff at Palm Tree Public School share Toms enrolment with Simpson Public School and also notifies the staff at Simpson Public School that Tom has a severe allergy to Tree Nuts and is anaphylactic.

After Tom is shared with Simpson Public School the staff at school will see Tom Red enrolled in their school. In student enquiry the will see:-.

Note: The Blue Flag indicates that Tom is shared and has a co-enrolment.

The Orange medical flag indicates that Tom has a high risk health condition and the condition is non-compliant at this school.

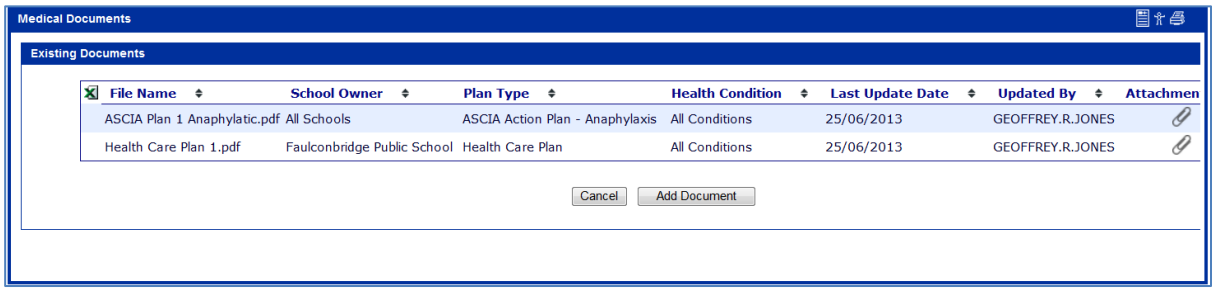
The staff at Simpson Public School will need to review Toms health condition to determine what is required to be provided:-



The staff at Simpson Public School review Tom's health care record and they need to:-

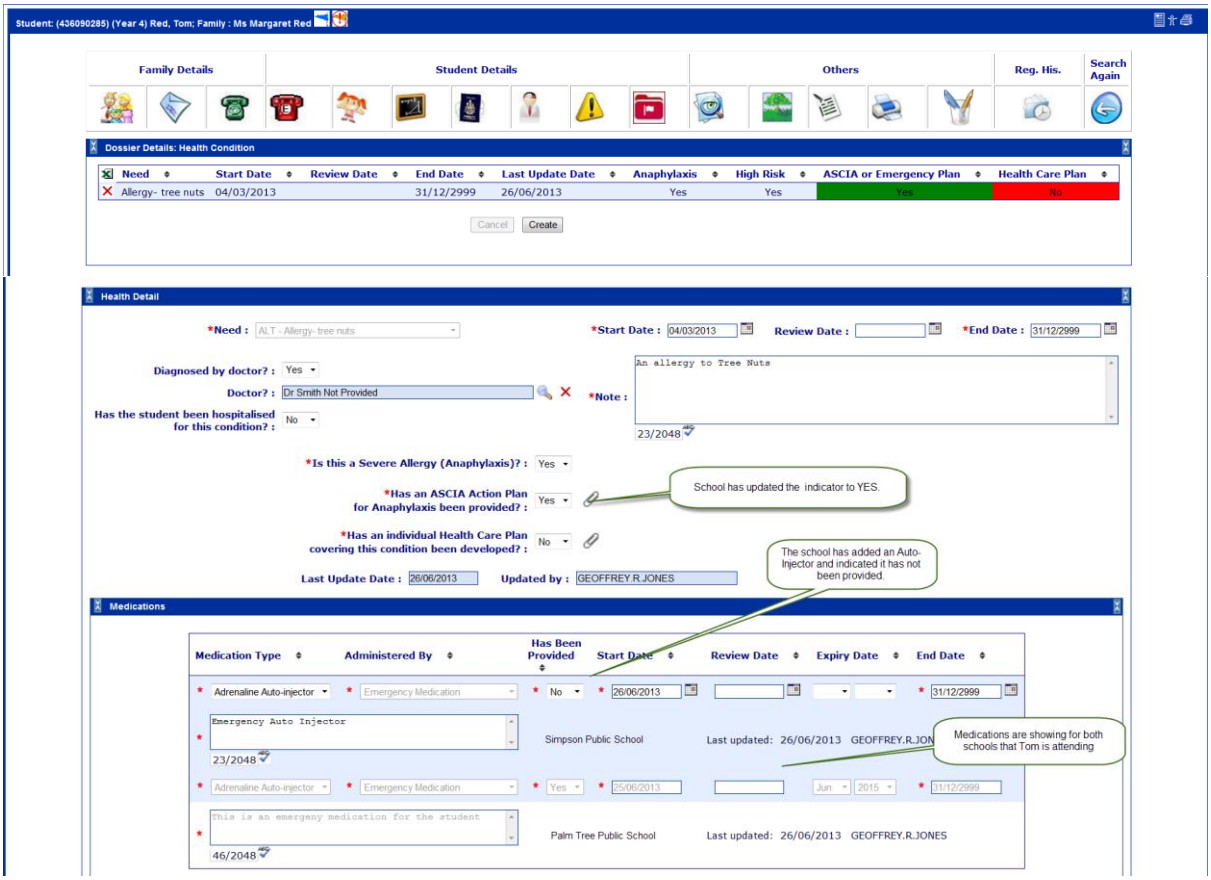
- obtain a copy of the ASCIA Action Plan for Anaphylaxis from the parents or from Palm Tree Public School.
- develop an individual health care plan to cover the Health Condition.
- contact the parents to request them to provide an Auto-Injector for Tom at their school.

As Tom is shared, the staff at Simpson Public School decided to check if Palm Tree Public school had uploaded a copy of the plans that cover Tom's health condition.



On viewing the plans on the ERN system the SASS staff discover that Palm Tree Public School has uploded a current ASCIA Action Plan for Anaphylaxis. They downloaded and print the ASCIA Plan for their records.
The school is now compliant with the ASCIA Plan and should change the indicator “Has an ASCIA Action Plan Anaphylaxis been provided” to **YES.**
They also downloaded the individual health care plan that Palm Tree Public School developed for reference in the development of an individual health care plan for Tom at their school.

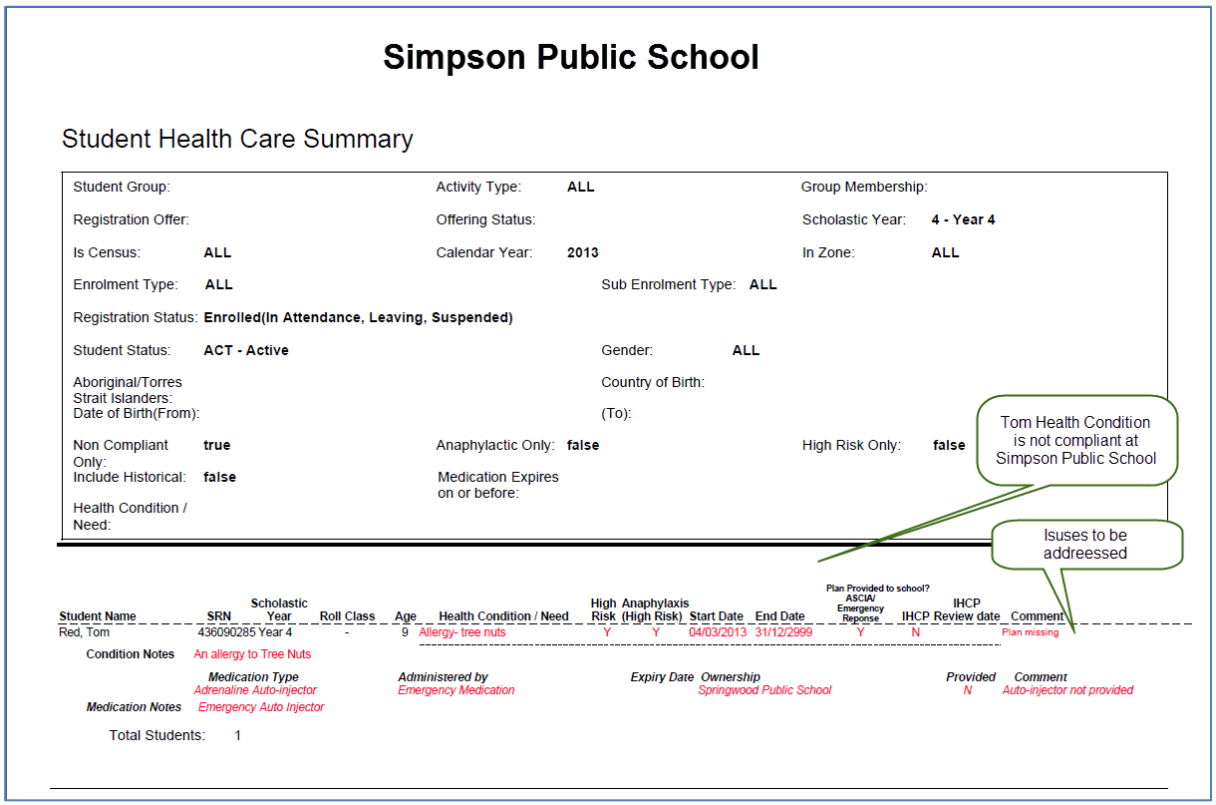
Also the SASS staff at Simpson Public School added a medication record for the Auto-Injector and indicated that “Has Been Provided” is **NO**.



Note: The compliance report at Simpson Public School will contain Tom Red’s Health Condition until the school develops an Individical Health Care Plan and the Parent/Cares provide the school with an Auto-Injector.

Compliance Report

Below is a copy of the compliance report with Tom Red's information being displayed:-



Simpson Public School

Student Health Care Summary

Student Group:		Activity Type:	**ALL**	Group Membership:	
Registration Offer:		Offering Status:		Scholastic Year:	**4 - Year 4**
Is Census:	**ALL**	Calendar Year:	**2013**	In Zone:	**ALL**
Enrolment Type:	**ALL**	Sub Enrolment Type:	**ALL**		
Registration Status:	**Enrolled(In Attendance, Leaving, Suspended)**				
Student Status:	**ACT - Active**	Gender:	**ALL**		
Aboriginal/Torres Strait Islanders:		Country of Birth:			
Date of Birth(From):		(To):			
Non Compliant Only:	**true**	Anaphylactic Only:	**false**	High Risk Only:	**false**
Include Historical:	**false**	Medication Expires on or before:			
Health Condition / Need:					

Tom Health Condition is not compliant at Simpson Public School

Isuses to be addreessed

Student Name	SRN	Scholastic Year	Roll Class	Age	Health Condition / Need	High Risk	Anaphylaxis (High Risk)	Start Date	End Date	Plan Provided to school? ASCIA/ Emergency Reponse	IHCP	IHCP Review date	Comment
Red, Tom	436090285	Year 4	-	9	Allergy- tree nuts	Y	Y	04/03/2013	31/12/2999	Y	N		Plan missing

Condition Notes An allergy to Tree Nuts

Medication Type	*Administered by*	*Expiry Date*	*Ownership*	*Provided*	*Comment*
Adrenaline Auto-injector	*Emergency Medication*		*Springwood Public School*	*N*	*Auto-injector not provided*

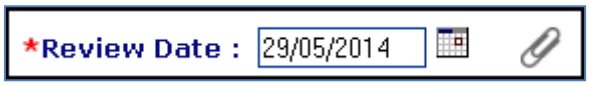
Medication Notes *Emergency Auto Injector*

Total Students: 1

6. Health Plans

6.1 Individual Health Care Plan (IHCP)

- An IHCP is required when a student is identified in the system with a high risk health condition, including a severe allergy/anaphylaxis.
- An IHCP is optional for students who have a health condition/s that is not high risk, including anaphylaxis.
- The IHCP is developed by the school for the individual student. Information from the student's doctor, provided by parents/carers, will inform the planning process.
- For students (with high risk conditions including anaphylaxis) that are shared, each school they attend must have an IHCP for the student.
- The school is not compliant if the IHCP plan has not been flagged as developed by the school for the individual health condition
- It is mandatory for an IHCP to have a review date. This date is defaulted to 1 year in the future and can be changed by the user. The IHCP will be printed on the compliance report when the IHCP is within 7 days of or past the review date. Plans should be reviewed annually or when the parent/carer notifies the school that the student's health needs have changed. A review of a student's health care plan can also be instigated by the principal at other times.
- For high risk health conditions (where a student is diagnosed at risk of an emergency) the individual health care plan will include an emergency response plan. For anaphylaxis the emergency response plan is the ASCIA Action Plan for Anaphylaxis.



6.2 Emergency Response Plan (ERP)

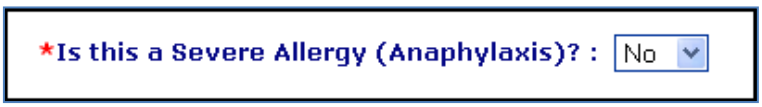
- An ERP is required when a student is identified in the system with a high risk health condition. Refer to High Risk Conditions, including Anaphylaxis for further details.
- If a student has an ERP, an individual health care plan will also be in place.
- The ERP will detail procedures to be followed if an emergency arises. The plan needs to be agreed between the parent/carer and the school, following consultation with the relevant doctor.
- Each high risk health condition must be covered by an ERP.
- For students that are shared, each school they attend must have an ERP covering each high risk health condition.
- The school is not compliant if the ERP plan has not been flagged as provided to/developed by the school for the high risk health condition

6.3 ASCIA Action Plan for Anaphylaxis

- An ASCIA Action Plan for Anaphylaxis is required when a student suffers from a severe allergy/anaphylaxis. This details the emergency response for anaphylaxis.
- The ASCIA Action Plan for Anaphylaxis is provided to the school by the parent/carer. The plan provided by the parent/carer should be completed and signed by the student's doctor. There are different versions of the ASCIA Action Plan for Anaphylaxis. The student's doctor determines which ASCIA Action Plan for Anaphylaxis should be used and will provide this to the parent/carer.
- Regardless of the number of allergies a student has, they will have only one ASCIA Action Plan for Anaphylaxis.
- If the student is diagnosed with subsequent severe allergies the student's individual health care plan should be reviewed by the school and if necessary a new, updated ASCIA plan provided to the school.
- For students who are shared, each school they attend must have a copy of the ASCIA Action Plan for Anaphylaxis and must indicate on the ERN system (Health Condition Screen) that an ASCIA Action Plan for Anaphylaxis has been provided. The same completed ASCIA Action Plan for Anaphylaxis will apply to both schools.
- Only the latest ASCIA Action Plan for Anaphylaxis for the student should be referred to.
- The school is not compliant if the ASCIA Action Plan for Anaphylaxis has not been flagged as provided to the school for a student recorded in ERN as being diagnosed with a severe allergy. ERN requires this one plan is indicated against each severe allergy recorded for the student.

6.4 ASCIA Action Plan for Allergic Reactions

- An ASCIA Action Plan for Allergic Reactions is optional when a student suffers from a non- severe allergy.
- The ASCIA Action Plan for Allergic Reactions is provided to the school by the parent/carer. The plan should be completed and signed by the student's doctor.
- If a student suffers from a severe allergy/anaphylaxis the ASCIA Action Plan for Anaphylaxis is the appropriate plan. The system will therefore supersede an existing ASCIA Action Plan for Allergies if one exists in the system.



6.5 Uploading a Plan

The user is able to upload the, individual health care plans, ASCIA Action Plan for Anaphylaxis, ASCIA Action Plan for Allergic Reactions and emergency response plans.

Uploading the plans allows schools to view health plans from other schools when a student is transitioning from one school to another.

Note: It is recommended schools upload plans where possible.

Step 1

Where the school has been provided with a plan, for example an ASCIA plan provided by the doctor, if the school chooses to upload the plan into ERN, the plan must be scanned and saved.

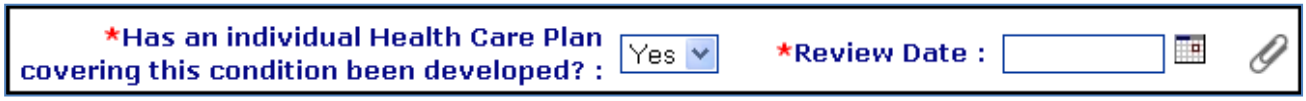
Where the school has developed the plan, it is preferable for the plan to be saved in PDF format.

Step 2

Navigate to the student and required health condition.

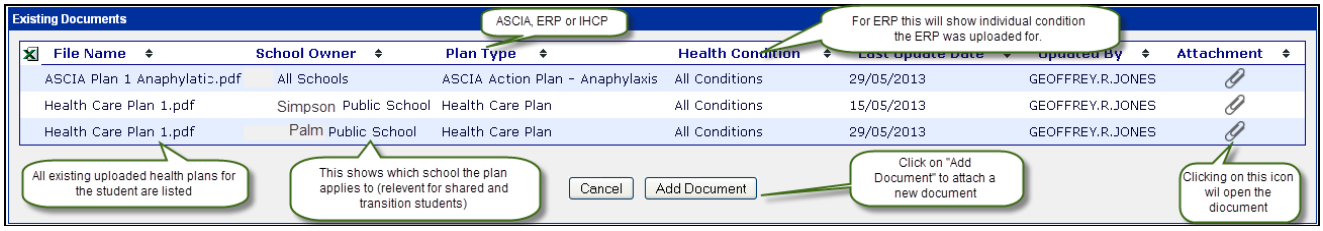
Step 3

Click on the paperclip icon adjacent to the relevant plan question.

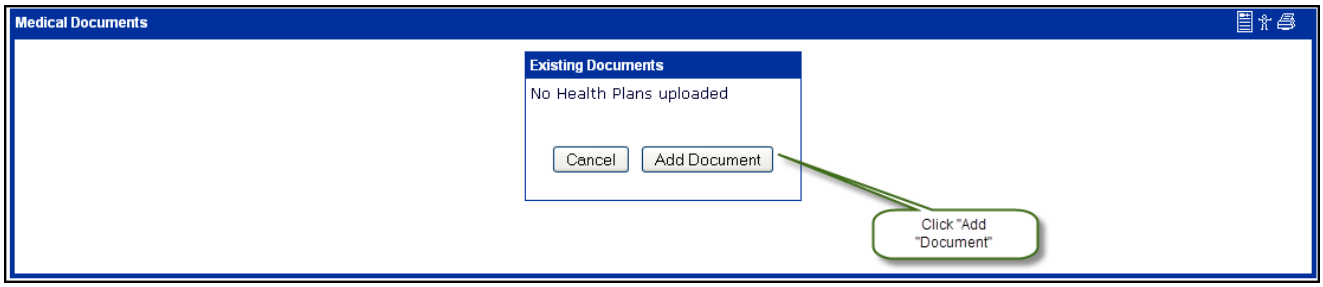


Step 4

A list of existing uploaded plans for the student will be displayed.



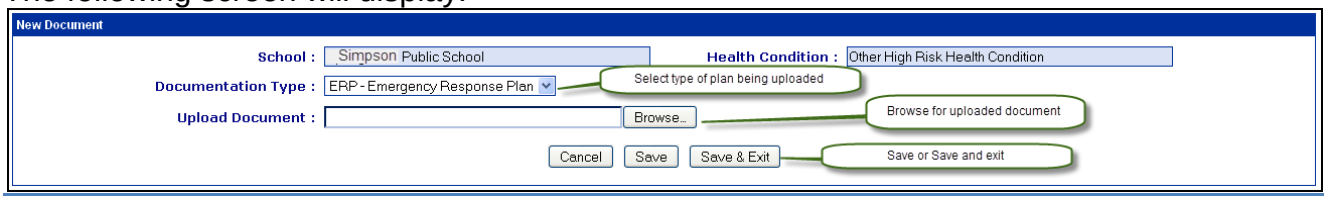
When no documents have been previously uploaded the following screen will be displayed



Step 5

Select “Add Document”

The following screen will display:

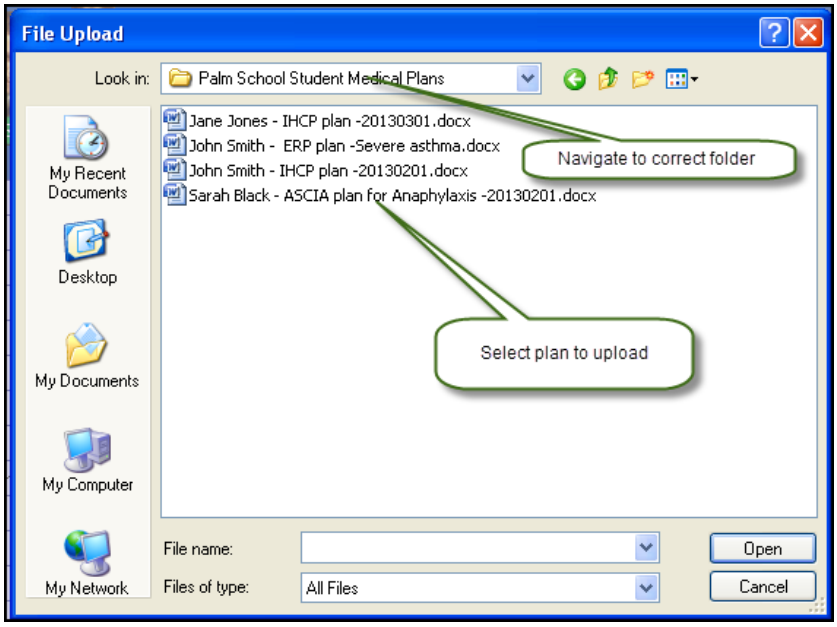


Step 6

Ensure the correct “Documentation Type” is selected – relevant to the plan being uploaded

Step 7

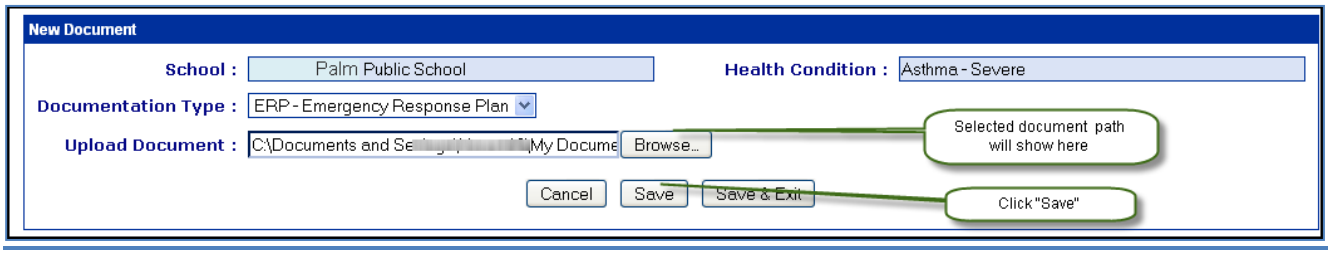
Click “Browse” to browse for the required plan.



Single click on required plan and select “Open” or double click on required plan.

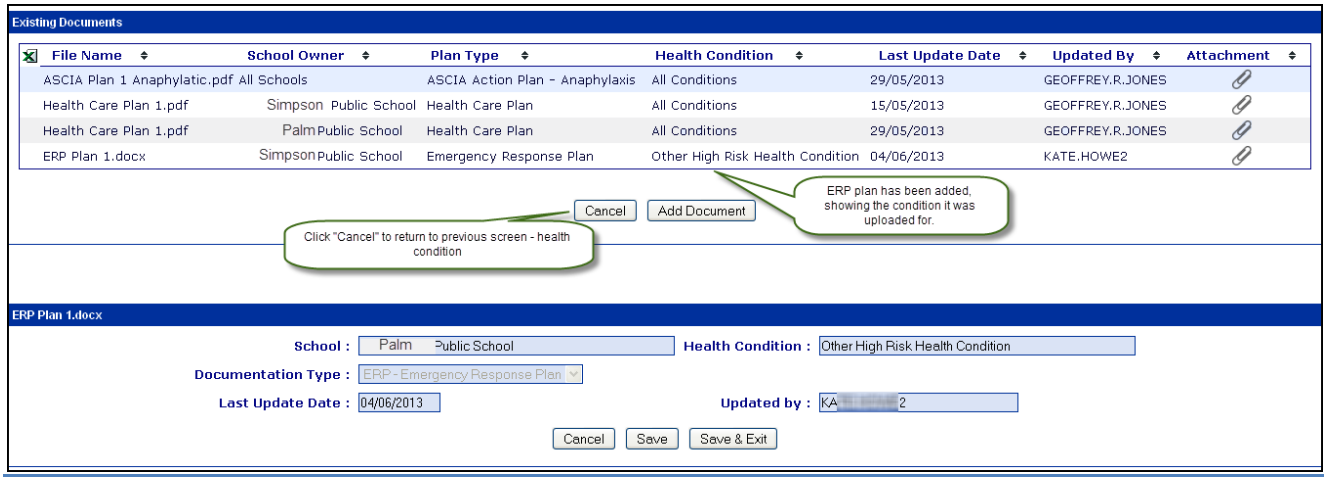
Step 8

The details of plan will be refreshed in the New Document panel.



Select “Save”

The following screen will display which includes the newly uploaded document.


Existing Documents
File Name
School Owner
Plan Type
Health Condition
Last Update Date
Updated By
Attachment
ASCIA Plan 1 Anaphylatic.pdf All Schools ASCIA Action Plan - Anaphylaxis All Conditions 29/05/2013 GEOFFREY.R.JONES
Health Care Plan 1.pdf Simpson Public School Health Care Plan All Conditions 15/05/2013 GEOFFREY.R.JONES
Health Care Plan 1.pdf Palm Public School Health Care Plan All Conditions 29/05/2013 GEOFFREY.R.JONES
ERP Plan 1.docx Simpson Public School Emergency Response Plan Other High Risk Health Condition 04/06/2013 KATE.HOWE2
Cancel
Add Document
ERP plan has been added, showing the condition it was uploaded for.
Click "Cancel" to return to previous screen - health condition
ERP Plan 1.docx
School :
Health Condition :
Other High Risk Health Condition
Documentation Type :
ERP - Emergency Response Plan
Last Update Date :
04/06/2013
Updated by :
Cancel
Save
Save & Exit

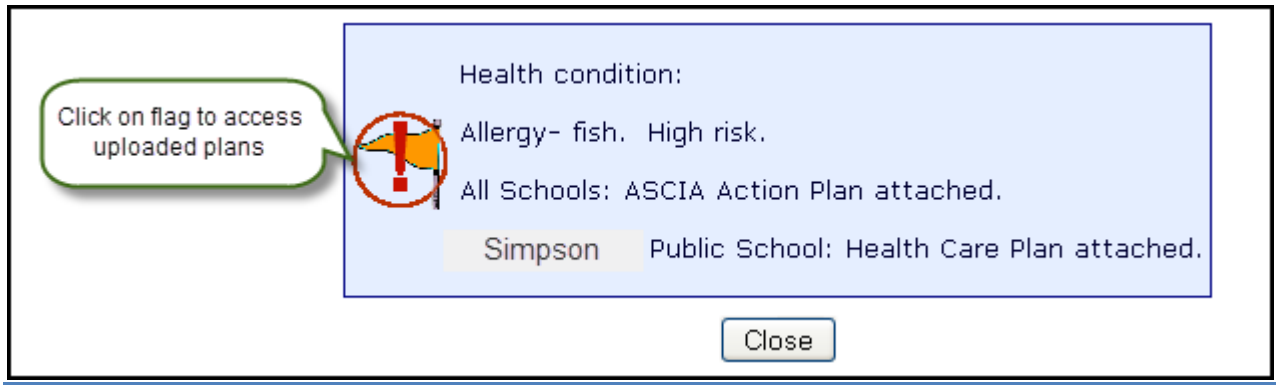
“Cancel” will return to previous screen – Health Condition

6.6 Access/Navigation to Uploaded Plans

Step 1

Uploaded Plans can be accessed in 2 ways:

1. **Access method 1** - Clicking on the medical flag for the student the following screen will be displayed – with relevant health conditions:

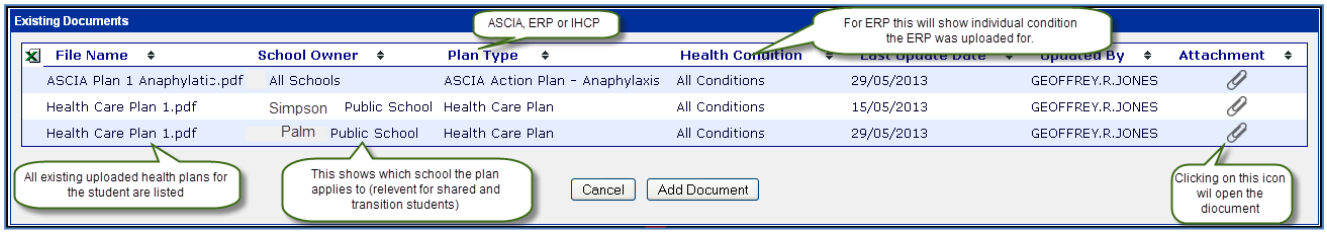

Click on flag to access uploaded plans
Health condition:
Allergy- fish. High risk.
All Schools: ASCIA Action Plan attached.
Simpson Public School: Health Care Plan attached.
Close

Then clicking on the flag next to the health condition displayed.

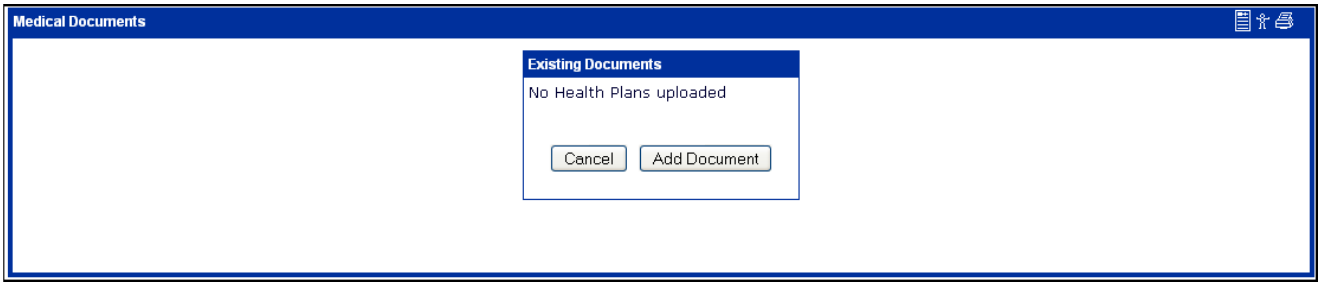
2. **Access method 2** - Navigating to the health condition and clicking on any of the paperclips next to a health plan question.

Step 2

A list of existing uploaded plans for the student will be displayed.
Clicking on the paperclip next to the required document will open the plan.


Existing Documents
ASCIA, ERP or IHCP
For ERP this will show individual condition the ERP was uploaded for.
File Name
School Owner
Plan Type
Health Condition
Last Update Date
Updated By
Attachment
ASCIA Plan 1 Anaphylatic.pdf All Schools ASCIA Action Plan - Anaphylaxis All Conditions 29/05/2013 GEOFFREY.R.JONES
Health Care Plan 1.pdf Simpson Public School Health Care Plan All Conditions 15/05/2013 GEOFFREY.R.JONES
Health Care Plan 1.pdf Palm Public School Health Care Plan All Conditions 29/05/2013 GEOFFREY.R.JONES
All existing uploaded health plans for the student are listed
This shows which school the plan applies to (relevent for shared and transition students)
Cancel
Add Document
Clicking on this icon wil open the diocument

When no documents have been previously uploaded the following screen will be displayed



7. Compliance

Compliance of health conditions is tracked by the system. A student can be non-compliant for a number of reasons and will appear on an automated report if any of these conditions are not met.

7.1 Severe Allergy/Anaphylaxis

The health condition is flagged as severe allergy/anaphylaxis.

All of the following conditions must be met in order for the health condition (severe allergy/anaphylaxis) to be compliant.
These rules do not apply if the health condition is historical (end dated in the past)
It is not mandatory to enter any prescribed medication for the health condition other than an adrenaline auto-injector.

Medication Compliance for Severe Allergies/Anaphylaxis
An **adrenaline auto injector** has been recorded against the anaphylactic health condition
The adrenaline auto-injector is not within 1 month of expiry or expired
Additional prescribed medications that are not self administered must: • Be provided to the school • Have an administration method other than "to be determined". (The administration method must be determined as one of the valid values - Emergency Medication, Administered with Supervision, Administered by Authorised Staff.) • Not be expired or within 1 month of expiry (Exception – if the medication is historical – end dated in the past)

Plan Compliance for Severe Allergies/Anaphylaxis
An **ASCIA Action Plan for Anaphylaxis** has been provided to the school. (In ERN, this must be indicated against each individual anaphylactic condition the recorded for the student.)
An **Individual Health Care Plan** covering the health condition has been developed by the school. (In ERN this must be indicated against each individual anaphylactic health condition and high risk health condition recorded for the student.)
The **Individual Health Care Plan** must not be due for or past the review date. (within 7 days of review)

7.2 High Risk Health Condition

The health condition is flagged as high risk. (This is not user input. Reference data against the "need" classifies the condition as high risk or not. Refer to Section High Risk Conditions, including Anaphylaxis for further details).

All of the following conditions must be met in order for the high risk health condition to be compliant.
These rules do not apply if the health condition is historical (end dated in the past).
It is not mandatory to enter any prescribed medication for the health condition.

Medication Compliance for High Risk Health Condition – non allergy
Prescribed medications that are not self administered must: • Be provided to the school • Have an administration method other than "to be determined" • Not be expired or within 1 month of expiry (Exception – if the medication is historical – end dated in the past)

Plan Compliance for High Risk Health Condition – non allergy
An **Emergency Response Plan** covering the health condition has been provided to/ developed by the school. (This must be indicated against each individual high risk health condition recorded for the student.)
An **Individual Health Care Plan** covering the health condition has been developed by the school. (In ERN this must be indicated against each individual anaphylactic health condition and high risk health condition recorded for the student.)
The **Individual Health Care Plan** must not be due for or past the review date. (within 7 days of review)

7.3 Non High Risk Health Condition

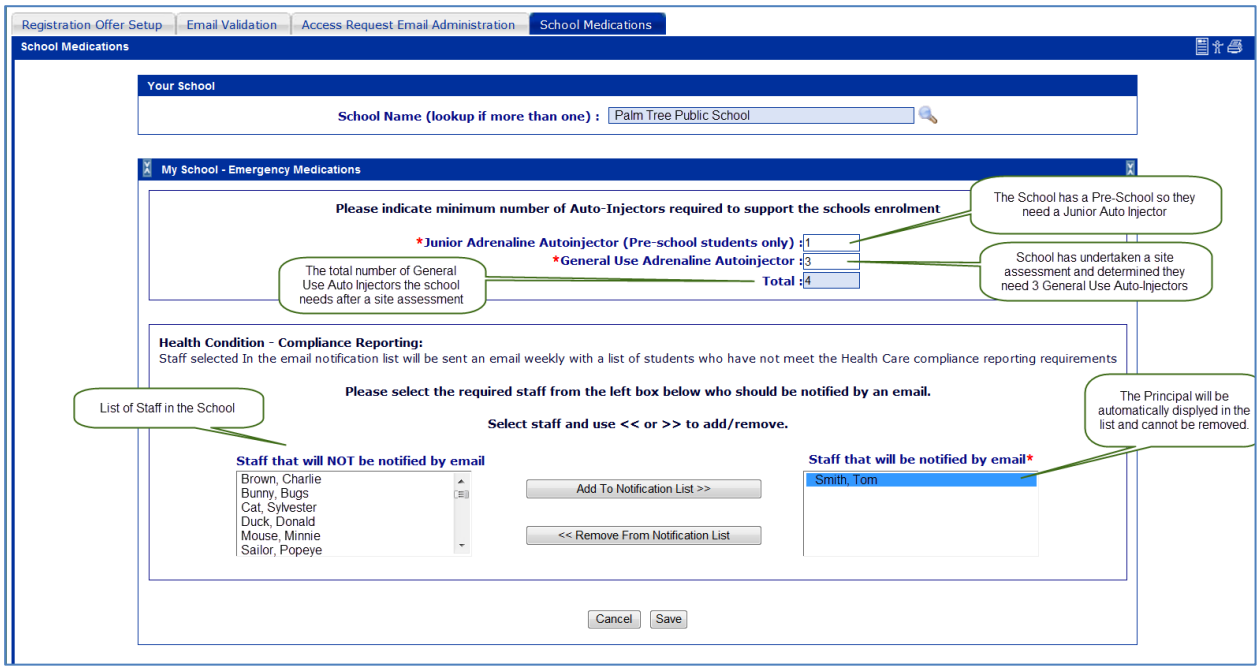
A health condition that is not flagged as high risk or anaphylactic does not have mandatory requirements for compliancy. It is optional to record in the system an individual health care plan and/or add medications for the health condition. However, if prescribed medications are provided to the school these are reported on according to the following rules:

Medication Compliance for Other Health Conditions – (non allergy and not high risk)
Prescribed medications that are not self administered must: • Be provided to the school • Have an administration method other than "to be determined" • Not be expired or within 1 month of expiry (Exception – if the medication is historical – end dated in the past)

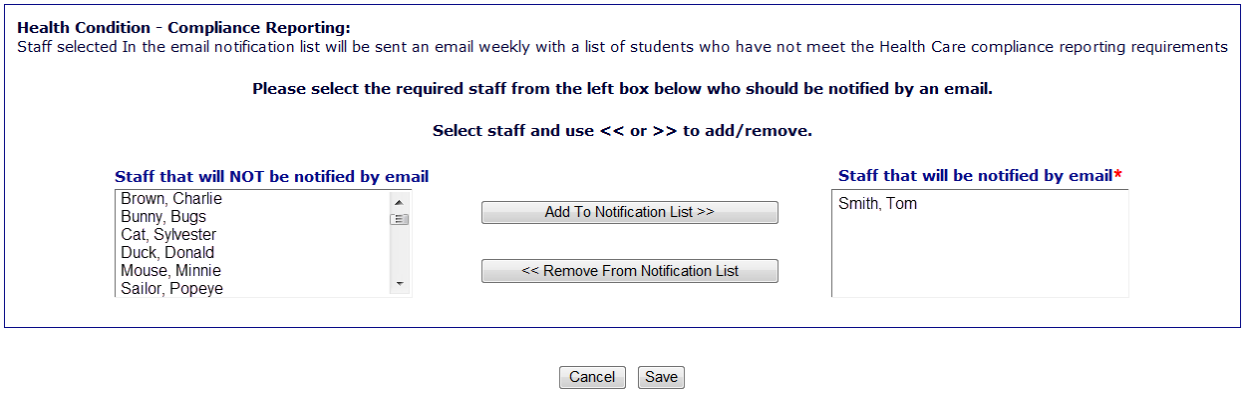
7.4 Email Notification list for Compliance Reports

New functionality has been introduced in ERN to allow compliance reports for Student Heath Care and School Medications to be emailed to the Principal and other nominated staff within the school on a weekly basis.

From the **"My School**" menu option in ERN a new tab will be visible called **School Medications**. A screen similar to the one below will be displayed.

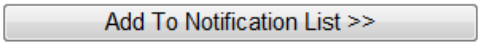

Registration Offer Setup
Email Validation
Access Request Email Administration
School Medications
School Medications
Your School
School Name (lookup if more than one) :
Palm Tree Public School
My School - Emergency Medications
Please indicate minimum number of Auto-Injectors required to support the schools enrolment
*Junior Adrenaline Autoinjector (Pre-school students only) :
*General Use Adrenaline Autoinjector :
Total :
The School has a Pre-School so they need a Junior Auto Injector
School has undertaken a site assessment and determined they need 3 General Use Auto-Injectors
The total number of General Use Auto Injectors the school needs after a site assessment
Health Condition - Compliance Reporting:
Staff selected In the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements
Please select the required staff from the left box below who should be notified by an email.
Select staff and use << or >> to add/remove.
List of Staff in the School
The Principal will be automatically displyed in the list and cannot be removed.
Staff that will NOT be notified by email
Brown, Charlie
Bunny, Bugs
Cat, Sylvester
Duck, Donald
Mouse, Minnie
Sailor, Popeye
Add To Notification List >>
<< Remove From Notification List
Staff that will be notified by email*
Smith, Tom
Cancel
Save

The Health Condition – Compliance Reporting Panel control who in the school will be registered to be sent the Student Heath Condition compliance reports on a weekly basis.

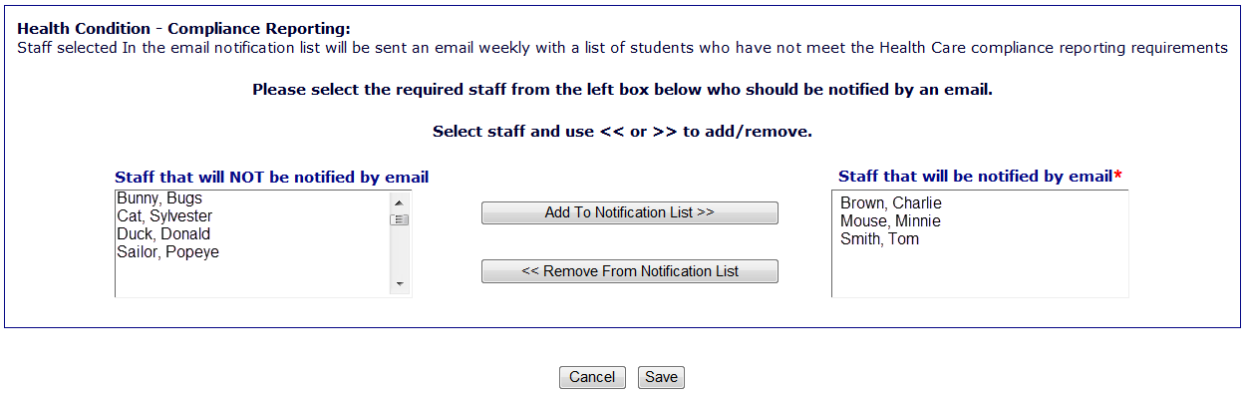

Health Condition - Compliance Reporting:
Staff selected In the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements
Please select the required staff from the left box below who should be notified by an email.
Select staff and use << or >> to add/remove.
Staff that will NOT be notified by email
Brown, Charlie
Bunny, Bugs
Cat, Sylvester
Duck, Donald
Mouse, Minnie
Sailor, Popeye
Add To Notification List >>
<< Remove From Notification List
Staff that will be notified by email*
Smith, Tom
Cancel
Save

The panel above indicates the list of staff that is on the email notification list, the school Principal is a mandatory member of the list. Additional staff other than the Principal who will be emailed the Student Health Care Compliance Report and the School Medications Compliance Report on a weekly basis can be added to the list.

In the example above Tom Smith is the Principal and he will receive the compliance reports on a weekly basis.

Additional Staff can be added to the email notification list on the right by highlighting the staff member(s) in the list on the left and selecting the button 

Note: When you add someone to the email notification list on the right they are removed from the staff list on the left.


Health Condition - Compliance Reporting:
Staff selected In the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements
Please select the required staff from the left box below who should be notified by an email.
Select staff and use << or >> to add/remove.
Staff that will NOT be notified by email
Bunny, Bugs
Cat, Sylvester
Duck, Donald
Sailor, Popeye
Add To Notification List >>
<< Remove From Notification List
Staff that will be notified by email*
Brown, Charlie
Mouse, Minnie
Smith, Tom
Cancel
Save

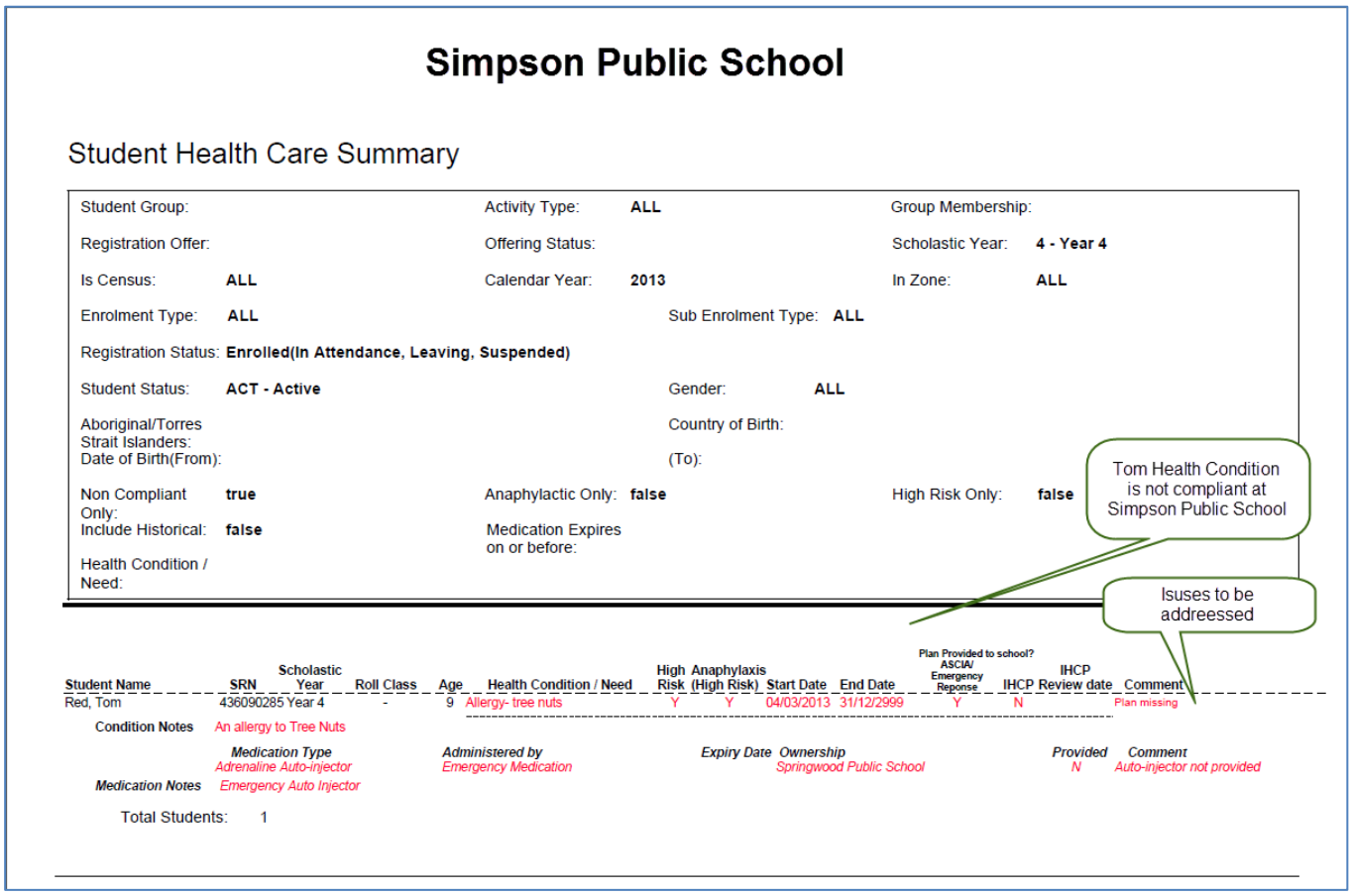
In the example above Charlie Brown and Mini Mouse have been added to the Email Notification list on the right and no longer appear in the Staff List on the left.

Removing a staff member from the notification list is similar; highlight the person(s) to remove and select the button

Note: Multiple people can be highlighted and be added or removed from the list.

Compliance Report

Below is an example of a compliance report for Simpson Public School:-



Simpson Public School

Student Health Care Summary

Student Group:		Activity Type:	**ALL**	Group Membership:	
Registration Offer:		Offering Status:		Scholastic Year:	**4 - Year 4**
Is Census:	**ALL**	Calendar Year:	**2013**	In Zone:	**ALL**
Enrolment Type:	**ALL**	Sub Enrolment Type:	**ALL**		
Registration Status:	**Enrolled(In Attendance, Leaving, Suspended)**				
Student Status:	**ACT - Active**	Gender:	**ALL**		
Aboriginal/Torres Strait Islanders:		Country of Birth:			
Date of Birth(From):		(To):			
Non Compliant Only:	**true**	Anaphylactic Only:	**false**	High Risk Only:	**false**
Include Historical:	**false**	Medication Expires on or before:			
Health Condition / Need:					

Tom Health Condition is not compliant at Simpson Public School

Isuses to be addreessed

Student Name	SRN	Scholastic Year	Roll Class	Age	Health Condition / Need	High Risk	Anaphylaxis (High Risk)	Start Date	End Date	Plan Provided to school? ASCIA/ Emergency Reponse	IHCP Review date	Comment
Red, Tom	436090285	Year 4	-	9	Allergy- tree nuts	Y	Y	04/03/2013	31/12/2999	Y	N	Plan missing

Condition Notes An allergy to Tree Nuts

Medication Type	*Administered by*	*Expiry Date*	*Ownership*	*Provided*	*Comment*
Adrenaline Auto-injector	*Emergency Medication*		*Springwood Public School*	*N*	*Auto-injector not provided*

Medication Notes *Emergency Auto Injector*

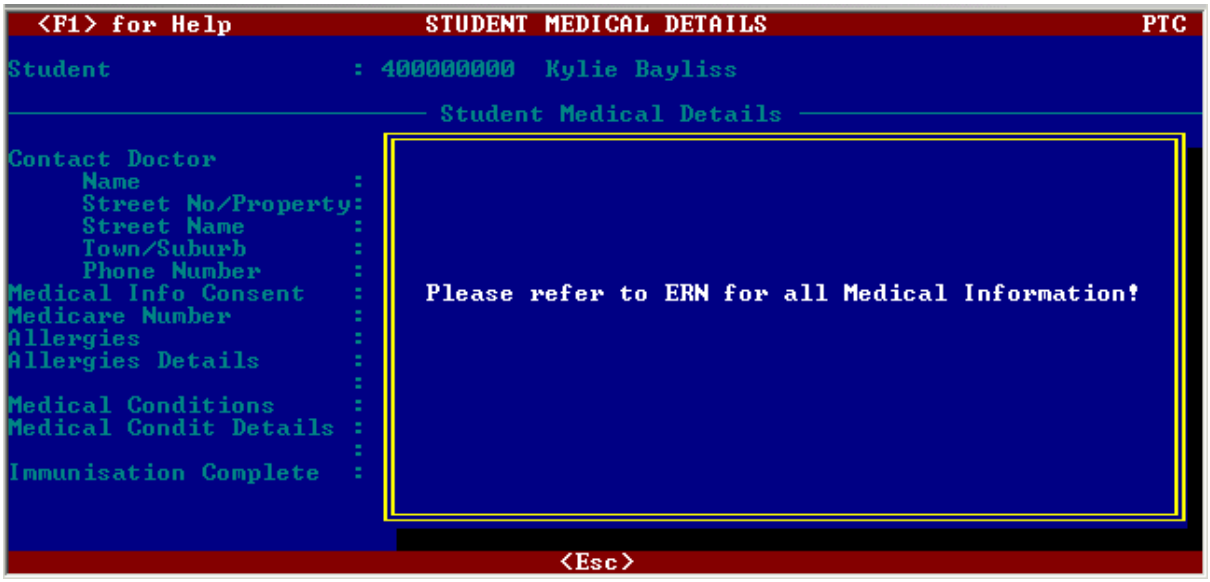
Total Students: 1

The Student on the report is non compliant, the report indicates that an individual health care plan has not been developed for the student and an Auto-injector has not be provided by the parents.

8. OASIS Changes

The changes that have been made in ERN outlined in this document will not be reflected in OASIS. It is therefore important to refer to ERN for ALL information refereng to Student Health Conditions.

Upon selection of the Student Medical Information in OASIS a screen similar to the following will be displayed;



As there will no longer be Student Medical Information reflected in OASIS the following reports have been removed
Student 801 Student Medical/Allergy Problems
IMMUNISE01 Immunisation Report for Scholastic Range
IMMUNISE02 Immunisation Report pre OASIS 1.10 by Year

A number of medical reports have been added in ERN.

Reports - Formatted Reports – Immunisation Report
Reports - Formatted Reports – Student Health Care Summary Report

Reports - Dynamic Reports – Medical Report